## Scheme of Delegation: Barnet Children's Service

HR and Finance app	endix	1	T	•			1	T	I							
Area	Decision/Task	Consult	Inform	Other Requireme nts	HR Form, Letter or SAP	DPR	GFC	Other Committee	No record required	Summary records	Other	Director	Assistant Directors	Heads of Service	Service Managers	Team Managers
2.3 Human Resourc	es															
Health and Safety																
lealth and Safety	Implementation of the Council's Personnel Policies and Procedures and Corporate Health and Safety policy											~	√	~	~	~
lealth and Safety	Ensure appropriate risk assessments are undertaken and recorded (e.g. DSE maternity etc)															¥
Recruitment & Pre-e	employment															
Recruitment & Pre- employment	Agree advertisement and appointments to vacant posts	HR BP		eRecruitmen t system									1			
Recruitment & Pre- employment	Recruitment selection panel decisions			1 level above level being recruited to									1			
Recruitment & Pre- employment	Recruitment selection decision for ADs	HR										~				
Recruitment & Pre- employment	Recruitment selection decision for Director and above	HR						~								
Recruitment & Pre- employment	Check the employment status agreed with the applicant is compliant with HMRC				~									~		
Recruitment & Pre- employment	Agree spinal column point if above the start point for that pay range	HR & Finance BP			~								1			
During Employment	·															
During Employment	The deployment of staff to support the activities of the team				~								✓	~	~	~
During Employment	Changes to location/position of roles (and/or individuals) are advised in writing to HR				~									~		
During Employment	Authorise loans and payments in advance to employees				~									~		
During Employment	Authorise payment for excess annual leave				~									~		
Pay Changes	1	Į	<u>.</u>		Į			I				Į	I			
Pay Changes	Authorise salary change (excl national & annual increments and restructures) movement through the range & above	HR & Finance BP		HR & Finance BP	*								×			
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Pay Changes	Authorise salary change (excl national & annual increments and restructures)	HR &	HR &				í ,	
	movement through the range & above	Finance BP	Finance BP	$\checkmark$			( P	
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Pay Changes	Authorise overtime payments - to SCP 28				~									¥	*	
Pay Changes	Authorise overtime payments - over SCP 28				$\checkmark$								~	V		
Pay Changes	Authorise car allowance claims													¥		
Pay Changes	Authorise travel expenses				✓										~	
Pay Changes	Authorise season ticket loans				$\checkmark$										~	
Pay Changes	Authorise Honoraria/acting up allowances (internal)				~								~			
Pay Changes	Authorise the allocation of other allowances etc (internal)				✓								~			
Absence																
Absence	Sick Absence return to work meeting			Line Manager	✓							~	✓	~	~	~
Absence	Authorise annual leave/flexi leave/TOIL				✓									4	~	~
Absence	Authorise annual leave carry over within policy				✓										~	~
Absence	Authorise annual leave carry over outside of policy				✓									~		
Absence	Authorise special leave - unpaid (compassionate, child care etc (no more than 1-2 days to max 5 in 12 months)				✓											~
Absence	Authorise special leave - paid (compassionate, child care etc (no more than 1- 2 days to max 5 in 12 months)				✓									~		
Absence	Authorise time off/facilities for TU officials (internal)	AD HR											~			
Ending a Contract																
Ending a Contract	Notification of Leavers to HR			Line Manager	~											
Ending a Contract	Dismissal of temporary employees - FTC	HR BP			~									¥		
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Ending a Contract	Action short of dismissal	HR BP			~									~		
Ending a Contract	Dismissal	HR BP			~								~			
Ending a Contract	Cessation of inclusion of list of casuals				~											×
Ending a Contract	Redundancy and payment authorisation	HR BP		HR BP		√	✓					V	~			
Ending a Contract	Write-off of monies owed by employees or adjustments to employee pay				~							~				
Ending a Contract	Authorise Voluntary Redundancy	HR BP				✓						~				
Ending a Contract	Authorise Compulsory Redundancy	HR BP					✓					*				
Policies	Sign off Establishment List changes within the financial envelope Sign off Establishment List changes outside of the financial envelope				~									~		
Workforce Controls and Policies	Sign off Establishment List changes within the financial envelope				~									V		
Policies Workforce Controls and	Sign off the Establishment data (including pay) is correct					~							~			
Policies Workforce Controls and	Change in designation of a post within the organisation structure without a												~			
Policies	change in grade				~									~		
Workforce Controls and Policies	Change in designation of a post within the organisation structure with a change in grade					✓							~			
Workforce Controls and Policies	Deletion of vacant posts				~									~		
2.2 Finance Virements																
Virements	next quarterly monitoring report	Chief Finance Officer										~	√			
/irements	All virements over £1,000,000 and recommended by Cabinet.		Chief Finance	<u> </u>				Council								

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Virements	Agreeing budget virements from £250,000 and up to £1,000,000		Chief Finance Officer	Cabinet - Para 3.8				Cabinet or Cabinet Resources Committee								
Virements	Agreeing budget virements from £50,000 and up to £250,000	Director								Virement form	Relevant Cabinet Member(s)					
Virements	Up to £50,000 between SAP Cost Centres	Relevant Cabinet Member(s)		Responsibilit y of Functions - Para 6.6						Virement form		~				
Virements	Revenue Central Contingency (Central Expenses) :-															
Virements	Planned developments. Director or Head of Service to provide a fully costed proposal to incur expenditure that is in line with planned development (including full year effect). & Unplanned expenditure of up to £50,000	Cabinet Member for Resources		Financial Regulations 4.14							✓ CFO					
Virements	Planned developments where there is a significant increase in the full year effect.	Chief Finance Officer		Financial Regulations 4.14				Cabinet/Cab inet Resources Committee								
Virements	Unplanned expenditure from £50,000 and up to £250,000, including proposals to utilise underspends previously generated within the service and returned to central contingency. Where there are competing bids for use of underspends additional income or windfalls previously returned to central contingency, priority will be given to the service(s) that generated that return.	Chief Finance Officer		Financial Regulations 4.15				Cabinet Cabinet Member for Resources			✓ CFO					
Virements	Contingency allocations for unplanned expenditure over £250,000 - £999,999.	Chief Finance Officer		Financial Regulations 4.16				Cabinet/Cab inet Resources Committee								
Virements	Virements within a Directorate that do not alter Recharges Capital or Subjectives	Chief Finance Officer						Commuee		Virement Form		~				
Finanial Regulations	а Э	<u> </u>	<u> </u>							1			<b>.</b>		<u> </u>	
Finanial Regulations	Financial Regulations are strictly adhered to, throughout the department under their control.											~				
Finanial Regulations	Substantial breaches of Financial Regulations shall be reported to the Deputy Chief Executive & Chief Finance Officer	Chief Finance Officer										~				
Finanial Regulations	Responsible for ensuring that all staff in their departments are made aware of the existence and content of the authority's Financial Regulations and other internal regulatory documents, and that they comply with them.	Chief Finance Officer								They must also ensure that either hard or electronic		~				
Finanial Regulations	Responsible for ensuring that members are advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer	Chief Finance Officer								0.001.01.10		~				
Finanial Regulations	Seek approval on any matter liable to affect the Authority's finances materially, before any commitments are incurred.	Chief Finance Officer										~				
Finanial Regulations	To observing the Council's Financial Regulations and monitor financial performance within their department											~				
Finanial Regulations	Any expenditure incurred within their service is in accordance withboth the purpose and objectives of the services being provided and provides value for money											~				
Finanial Regulations	Expenditure can only be incurred or charged to any budget where such expenditure relates to the service being provided											~				

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Budgets																
Budgets	Accountable in exercising overall financial control irrespective whether budgets have been delegated.											✓				
Budgets	Budgetary control delegated to deliver the services within their Directorate in line with the priorities of the Council.											✓	~	✓	~	~
Budgets	Services within their remit are delivered in line with the agreed policy, and support the strategic direction of the Council											~	~	✓		
Budgets	Responsible for the budgets delegated to them to deliver their service in line with the priorities within the Corporate Plan											✓	~	~		
Medium Term Financ	ial Strategy															
Medium Term Financial Strategy	Medium Term Financial Strategy is set and agreed	Chief Finance Officer, Chief		Cabinet & Council								~	~			
Medium Term Financial Strategy		Chief Finance Officer								Budget templates to be completed		~	~			
Medium Term Financial Strategy		Chief Finance Officer										~	~	~		
Medium Term Financial Strategy	Monitor own savings in their budgets to ensure achievement	Chief Finance Officer										✓	~	✓	~	
Medium Term Financial Strategy	arising within their revenue and capital budgets should be notified to the Chief	Chief Finance Officer										~	✓	V	~	~
Medium Term Financial Strategy	assessment of the impact these corrective actions will have on service delivery	Chief Finance Officer								To be documented on agreed template		~	~	~		
Medium Term Financial Strategy	limited external funding. If slippage is to occur it must be notified to the Chief	Chief Finance Officer										~	~	~		
Medium Term Financial Strategy	Forecast overspends on approved capital projects must be communicated to the Chief Financial Officer immediately	Chief Finance Officer										~	~	~		
Medium Term Financial Strategy		Chief Finance Officer								Written Business Case		~				
Medium Term Financial Strategy	that has financial implications that are not incorporated or could impact on the	Chief Finance Officer										~	✓			
Medium Term Financial Strategy	provided	Chief Finance Officer & Lead								Budget templates to be completed		~	~			
Full Year Effects				-				-						-	-	

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Decision/Task	Consult	Inform	Other Requireme nts	HR Form, Letter or SAP	DPR	GFC	Other Committee	No record required	Summary records	Other	Director	Assistant Directors	Heads of Service	Service Managers	Team Managers
estimates of expenditure and income	Finance								Budget templates to be completed		~	1	~		
ent Lists			_								-		-		
	AD Human														
											$\checkmark$	✓	✓		
ces															
	Directors										✓				
											*	×	~	~	~
Budgets should be monitored on a monthly basis and reported to SMT											~	✓	~	~	~
SMT Dashboard report to be completed on a Monthly Basis											~	1			
	SMT		To be presented to SMT						Using agreed SMT template		~	✓			
Monthly SMT report to be presented to and agreed by Lead Member by the 10th working day following the end of the month									Using agreed SMT template		~	~			
	Finance										~	~	~	~	~
											*				
			<u> </u>											<b>I</b>	<b>I</b>
Officer with details of all bids for external funding. Bids will follow the											~				
Identify how the bid supports achievement of Corporate Plan targets;											~				
Bid is for capital and/or revenue funding;			1								~				
matched funding contributions until the external funding has been confirmed,											✓	✓	✓		
	Proper consideration to full year effects must be given when preparing any estimates of expenditure and income ent Lists Control are in place to ensure that the service HR structure is fully and accurately maintained in the Counci's financial accounting system (SAP) and that a system of control is in place to ensure that no new posts are created ces Before a Director or Head of Service makes a decision that could affect the budget of another Director or Head of Service they must first consult with the other Director(s) or Head(s) of Service Budgets should be monitored to ensure no overspends occur and that budgets are managed Budgets should be monitored on a monthly basis and reported to SMT SMT Dashboard report to be completed on a Monthly Basis Monthly SMT report to be presented to SMT and agreed by 10th working day following the end of the month Review own budget codes (spend, income and commitments) including drilling down to prime date e.g. invoices and purchase orders Authority to take decisions in respect to their service's budget in the Directors absence. Corporate Directors and Heads of Service must provide the Chief Finance Officer with details of all bids for external funding. Bids will follow the requirements of the Council's investment appraisal process. Identify how the bid supports achievement of Corporate Plan targets; Bid is for capital and/or revenue funding; There should be no commitments made for expenditure on projects requiring	Proper consideration to full year effects must be given when preparing any       Chief         Finance       Officer         ent Lists       Control of the service HR Establishment list. In particular to ensure that proper controls are in place to ensure that the service HR structure is fully and accurately maintained in the Council's financial accounting system (SAP) and finat a system of control is in place to ensure that no new posts are created       AD Human Resources & Chief         ces       Before a Director or Head of Service makes a decision that could affect the Directors (s) or Head(s) of Service they must first consult with the other Director or Head of Service they must first consult with the Other Directors (s) or Head(s) of Service they must first consult with the other Director (s) or Head(s) of Service they must first consult with the Directors       Other         Budgets should be monitored to ensure no overspends occur and that budgets are managed       SMT         SMT Dashboard report to be completed on a Monthly Basis       SMT         Monthly SMT report to be presented to SMT and agreed by 10th working day following the end of the month       Cabinet         Review own budget codes (spend, income and commitments) including drilling forance       Finance         Corporate Directors and Heads of Service must provide the Chief Finance       Corporate Directors and Heads of Service must provide the Chief Finance         Corporate Directors and Heads of Service must provide the Chief Finance       Immediate and purchase orders       Immediate and purchase orders         Authority to take decis	Proper consideration to full year effects must be given when preparing any chief of expenditure and income control of the service HR Establishment list. In particular to ensure that proper control of the service HR establishment list. In particular to ensure that proper control of the service HR establishment list. In particular to ensure that proper control of the service HR establishment list. In particular to ensure that proper control of the service HR establishment list. In particular to ensure that proper control of the service HR establishment list. In particular to ensure that proper control of another to prove the service HR establishment list. In particular to ensure that proper control of another Director of Head of Service makes a decision that could affect the Directors of the add of Service they must first consult with the Directors of another Director or Head of Service they must first consult with the Directors of the add of Service and the proper consult with the Directors of the add of Service and the proper to SMT and agreed by 10th working day SMT consult with the other Directors and the month. 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Service	Decision/Task         Consult         Inform         Requirements           Proper consideration to full year effects must be given when preparing any estimates of expenditure and income         Chief         Finance         Finance <t< td=""><td>Decision/Task         Consult         Inform         Requireme         Letter or SAP           Proper consideration to full year effects must be given when preparing any estimates of expenditure and income         Chief         Image         Image</td><td>Decision/Task         Consult         Inform         Requireme         Letter or nts         DPR           Proper consideration to full year effects must be given when preparing any estimates of expenditure and income         Chief Finance Office         Chief Finance         Chief</td><td>Decision/TaskConsultInformRegimeLatter or nesDPRGFCProper consideration to full year effects must be given when preparing any controls or opponditure and incomeChief financeImage: Consult of the consult of the second of the service HR Establishment Bat. 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In partoular to ensure that proper in place to ensure that the service HR structure is full and control are in place to ensure that the service HR structure is full and control are in place to ensure that the service HR structure is full and control are in place to ensure that the service HR structure is full and control are in place to ensure that control works are strated that a service HR structure is full and control are in place to ensure that control works are strated to ensure the service HR structure is full and control are in place to ensure that control works are strated to ensure the service HR structure is full and ensure that are structure is full and ensure that a service HR structure is full and ensure to ensure that are structure that control works are structure to ensure the service HR structure is full and ensure that a service HR structure is full and ensure that are structure that control works are structure to ensure the service HR structure is full and ensure that are structure to ensure the control materia control works are structure to the control of a nonthity basis and recorded to SMI building structure to be presented to SMI and agreed by 100 working day SMT mechanisme the ensure that control works and greed by 100 working day SMT mechanisme the ensure full and greed by 100 working day SMT mechanisme the ensure full and greed by Lead Mercher by the Mercher Control for ensure and Hadeds of Sorvice must provide that Challer Finance Control for ensure full and greed by Lead Mercher by the Mercher Control fore ensure full control is structure (Control is building if The	Decision/TaskConsultInformReguirance ntDerive or SAPOPROPCObmit is formationReport accordination to that year differs multi be given when preparing any estimated of the storing.Chief <b< td=""><td>DecisionTraskConcurtInformRequiremLatter of sheDPRGPCCommitteeNotice of secondsProper contradication to full presentation and pojern attent streages in tables of the control of the posterior of the posterior of the control of the posterior of the posterior of the posterior of the control of the&lt;</td><td>Detuision/TeskCosultInformRequirem oneDPRGPCDPRMP or cost requiredSolition/TeskProper parallel statutes in super segment and increasesSuper segment and increas</td><td>Decision/TaskCreaseIntervoPart Part Part BaseOPR BaseOPR Part OPR DecisionOPR Part Par</br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></br></td><td>Description         Openant         Interm         Registery         Differ         Openant         Normality         Openant         Normality           Product assessments in place when probability starts         Product assessments         Product as</td><td>Decision Task         One M         Intern         Regime         Letter of BAD         OPP         OPP         OPP         OPP         OPP         Denote         Result         Result</td></b<>	DecisionTraskConcurtInformRequiremLatter of sheDPRGPCCommitteeNotice of secondsProper contradication to full presentation and pojern attent streages in tables of the control of the posterior of the posterior of the control of the posterior of the posterior of the posterior of the control of the<	Detuision/TeskCosultInformRequirem oneDPRGPCDPRMP or cost requiredSolition/TeskProper parallel statutes in super segment and increasesSuper segment and increas	Decision/TaskCreaseIntervoPart Part Part BaseOPR BaseOPR Part OPR DecisionOPR Part Part Part Part Part Part Part Part 	Description         Openant         Interm         Registery         Differ         Openant         Normality         Openant         Normality           Product assessments in place when probability starts         Product assessments         Product as	Decision Task         One M         Intern         Regime         Letter of BAD         OPP         OPP         OPP         OPP         OPP         Denote         Result         Result	Decision TaskConcolNitroResult of noOP noOP noOP 

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Grant Subsidy																
Grant Subsidy	as they are received	Chief Finance Officer										~	×	~		
Closing of Accounts	& Statements of Accounts															
Closing of Accounts & Statements of Accounts	Information and evidence to close the accounts should be provided on time to the Finance Directorate									Information and evidence as agreed by Closing		~	√	V	~	~
Closing of Accounts & Statements of Accounts	Provide supporting papers to the Finance Directorate and the External Auditors									Information and evidence as agreed by Closing		*	×	¥	~	~
Closing of Accounts & Statements of Accounts	Complete all grant and subsidy claims on time									Information and evidence as agreed by Closing		~	~	~		
Closing of Accounts & Statements of Accounts	Provide supporting papers to the Grant co-ordinator and the External Auditors									Information and evidence as agreed by Closing		~	~	~		
Partnership Working																
	Before entering into a partnership with another organisation that involves pooling some of the Council's revenue and/or capital budgets, the Director or Head of Service must ensure that adequate financial controls are in place. A financial risk assessment must also be prepared and monitored over time.											~	~	~		
Risk Management, In	ternal Audit and Corporate Anti Fraud Team															
Risk Management	Responsible for Risk management in Barnet											~	×	✓		
Risk Management	Ensure that risks are identified in their Service Plans and are reviewed on a regular basis									Service plans & JCAD records		~	~	V		
Risk Management	Responsiblity for taking action to mitigate against the risk or to develop contingencies to be introduced should the risk materialise											~	~	V		
Risk Management	Updating Risks on JCAD									JCAD		~	~	~	~	
Risk Management	Reporting service risks to SMT, CDG, CRC and Risk Forum											~	1	~	~	
Internal Audit	Responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements.											~	~			
Internal Audit	Primary responsibility for the prevention, detection and initial investigation of fraud lies with line management.											~	~	~		
Corporate Anti Fraud Team	The primary responsibility for the prevention detection and deterrence of fraud or money laundering activity lies with Heads of Service.											*	~	V		

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Corporate Anti Fraud Team	All Council Members and employees are personally responsible for ensuring they (and any subordinates) are aware of the Council's Counter Fraud Framework, Anti Money Laundering Framework, procedures and policies, and for alerting either their Head of Service, CAFT Manager, Director of Corporate											~	×	✓	~	~
Annual Governance	Statement															
Annual Governance	Contribute to the production of the Annual Governance Statement that has to	Director of	CEO &					Audit		Service AGS						
Statement	be published alongside the Statement of Accounts.	Corporate Governance	Leader					Committee				~	✓			
Other Assets																
Other Assets	Full inventories should be maintained of all assets employed in their service, and make arrangements for these to be checked at least annually.									Inventory register		✓	✓	✓		
Other Assets	Responsibility for the sale or disposal of assets employed in their service, and for accounting for these transactions. All disposals in excess of £6,000 (or a higher figure that is consistent with capital accounting regulations) are to be notified to the Chief Financial Officer.	Chief Finance Officer								Disposal records to be maintained		~	~	~		
Stocks & Stores																
Stocks & Stores	The safekeeping of stocks and stores held, ensuring no deterioration or	Chief														
	damage occurs whilst held and not allowing levels held to exceed a reasonable level. All records, returns and accounts shall be held in a form approved by the Chief Finance Officer											~	✓	~		
Stocks & Stores	Any items classified as stock should be checked at least once each financial year											~	1	~		
Imprest Accounts																
Imprest Accounts	To provide a certificate showing the state of the account at the end of the	Chief														
	financial year and additionally when requested by the Chief Finance Officer	Finance Officer										~	✓	✓	~	~
Imprest Accounts	Reimbursement should only be made for expenditure up to a limit set by the Chief Finance Officer	Chief Finance Officer								Reimbursemen t form to be completed & Receipts		~	~	~	✓	~
Imprest Accounts	Receipts should be obtained for all payments made, which should be proper VAT receipts wherever possible									Receipts should be retained		~	1	~	*	*
Imprest Accounts	VAT sould be properly accounted for in all float reimbursements											~		~	~	~
Imprest Accounts	Reimbursements should be made at regular intervals and should not allow the account to be overdrawn									Reimbursemen t form to be completed & Receipts		✓	✓	~	~	*
										t form to be		× •	۰ ۰	*	<ul> <li>✓</li> <li>✓</li> </ul>	*
Imprest Accounts Imprest Accounts Imprest Accounts	account to be overdrawn There should be no payment of any salaries, wages or allowances from the									t form to be completed &		* * *				

Area	Decision/Task	Consult	Inform	Other Requireme nts	HR Form, Letter or SAP	DPR	GFC	Other Committee	No record required	Summary records	Other	Director	Assistant Directors	Heads of Service	Service Managers	Team Managers
INCOME, Invoicing a	& Debt Recovery															
INCOME, Invoicing & Debt Recovery	Officers should encourage payment in advance or at point of service delivery wherever possible as per the Debt Management Strategy, and minimise the amount of credit given to customers.											~	×	~	*	
INCOME, Invoicing & Debt Recovery	properly accounted for.	Chief Finance Officer										~	~			
INCOME, Invoicing & Debt Recovery	Finance Officer, in accordance with the Debt Management Strategy.	Chief Finance Officer										~	~			
Insurance																
Insurance	and of any change of circumstances likely to affect existing insurance risks.	Chief Finance Officer										~	<ul> <li>Image: A set of the set of the</li></ul>			
Insurance	notified to the Chief Finance Officer by the relevant officer, who shall also	Chief Finance Officer										~	~			
Performance																
Performance	Agree Performance Indicators	AD Strategy								Corporate Plan		~	4	~		
3 Service Related Do	elegations															
	See Children's Service Scheme of Delegation: 1) Children's Social Care, 2) Safeguarding Children, 3) Education and Schools, 4) Other															