

EARLY INTERVENTION, INCLUSION AND PROGRESSION

Level of Officers with General Management Authority

April 2012

Purpose

The Council's Scheme of Delegation (Part 2 delegation A4 and A4(a) provides that each Service Head must maintain a list of officers approved for the purposes of financial transactions. This table sets out for the purposes of this requirement the list of posts authorised to approve payments in the Early intervention, Inclusion and Progression Division.

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Related Policies

Officers Scheme of Delegation - <http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/SchemesofDelegation.htm>

Who is governed by this policy?

All Officers in the Early intervention, Inclusion and Progression Division.

Consequences

A failure to comply with this scheme of delegation for levels of officers could lead to decisions being taken on behalf of the Council by officers without appropriate authority to do so. This may mean the Council is committed to a course of action or may invalidate an action where there is no proper authority for the decision. This can lead to legal challenge and reputational problems for the Council. This may lead to management action under the Council's disciplinary procedures.

Executive Summary

- The Council Officers scheme of Delegation is split into various parts. As a whole it sets out which officers are authorised to take decisions in relation to the provision of Council Services and management of our functions.

- As a whole the scheme sets out who in the council is authorised to take what action in relation to generic function (i.e. decisions taken across all services such as spending or HR decisions) and those that are service specific.
- The key parts of the scheme of delegation for any officer is Part 2 (which sets out the general management functions which apply across all services) and Part 4 the service specific functions. You should familiarise yourself with both.
- The Council's general management delegations (Part 2) of the Scheme of Delegation provide for "levels" of officers authorised to carry out certain functions.
- Each Division maintains a list which sets out, for certainty, which operates at which level in each service. This is set out in Part 5 of the officer's scheme of delegation.
- This list is maintained by the divisional Director and approved by the Executive Director.
- All officers should familiarise themselves with the level at which their post sits in their Division and the list of authorisations for the level of their post by reading the list for their Division and Part 2 of the scheme of delegation (general management delegations).
- The list also sets out any variations to the Scheme (i.e. levels of officer permitted/not permitted to make decisions although on the face of Part 2 of the Scheme they are/are not at the correct level to do so).
- All Divisions must identify in this list Officers permitted to take employment related decisions under delegation for Stage 3 sickness, serious misconduct hearings and Stage 3 grievances if a service wishes to delegate those functions below a level 2 Officer (i.e. to a level 3 or 4 Officer). HR approval as well as Executive Director Approval will be required for these additions. Ordinarily approval to undertake this sort of decision will be dependant on attending appropriate training.

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
Interim Director of Children's Services					None	None
	Director – Early Intervention, Inclusion and Progression				None	None
		Head of Early Intervention and Youth			None	None
		Head of Inclusion and Behaviour Support			None	None
		Head of Achievement and Skills			None	None
		Head of Quality and Delivery			None	None
		Head of Traded Services			None	None
			Strategic Lead for Early Intervention and Youth		None	None

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
			Early Intervention Manager (Operations)		None	None
			Early Intervention Manager (Operations)		None	None
			Integrated Youth Service Manager (Operations)		None	None
			Group Manager – Sensory		None	None
			Headteacher and Strategic Lead – PRUs and Behaviour Support		None	None
			Group Manager – Language, Communication and Interaction		None	None
			Group Manager – Complex Needs		None	None
			Group Manager			

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
			– SEN			
			Group Manager – Shared Principal Educational Psychologist		None	None
			Deputy Head - Tunmarsh School		None	None
			Deputy Head – RIET		None	None
			Deputy Head - New Directions		None	None
			Deputy Head - Outreach		None	None
			Deputy Head – Behaviour Support		None	None
			Group Manager , Post 19 Learning Strategy		None	None
			Group Manager, Business and Partnerships		None	None
			Group Manager,		None	None

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
			14-19			
			Group Manager (0-19 Achievement)		None	None
				0-19 Project Officer	None	None
				0-19 Project Officer	None	None
				0-19 Project Officer	None	None
				School CPD foundation Degree Officer	None	None
				Area Manager (North East)	None	None
				Area Manager (North West)	None	None
				Area Manager (South East)	None	None
				Area Manager (South West)	None	None
			Group Manager – Governor Support		None	None

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
			Group Manager – Teacher and School Workforce Supply		None	None
			Group Manager – Schools HR		None	None
			Group Manager – School Support		None	None
			Group Manager - ITASS		None	None
				Co-ordinator of Govenor Education	None	None
				Principal Personnel Officer	None	None
				Pay Roll Team Leader	None	None
				School Support Officer	None	None
				Catering Development Manager	None	None
				Service Delivery		

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
				Manager (ITASS)		
				Service Co- ordinator (ITASS)		
				ICT Project Director		
			Quality Assurance Manager		None	None
				Principal Officer – Children’s Planning and Review	None	None
				Partnerships and Engagement Manager	None	None
				Child Protection Chair (Part Time)	None	None
				Business Manager	None	None
			Service Delivery Manager		None	None