



Glasgow City Council

City Administration Committee

Report by Interim Chief Officer, Glasgow City Health and Social Care Partnership

Contact: Susanne Millar Ext: 78853

SOCIAL WORK SERVICES – REVISED SCHEME OF DELEGATION

Purpose of Report:

To consider and approve an updated version of the Scheme of Delegation for Social Work Services.

Recommendations:

City Administration Committee is asked to:

- (1) note this report; and
- (2) approve the Scheme of Delegation for Social Work Services which is incorporated into the Glasgow City Council Scheme of Delegated Functions <https://glasgow.gov.uk/CHttpHandler.ashx?id=6762&p=0>

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes No consulted: Yes No

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1. Background

1.1. The Council's Scheme of Delegation was approved in May 2017. Social Work Services have undertaken a review of this and are proposing a number of changes:-

- To reflect changes to organisational structures including the transfer of services from Cordia LLP and the integration of services and service management.
- An update to delegated values which have not been updated since 2012 and need to be uplifted to reflect inflation over this time and the increasing complexity of care packages which are required to be authorised.

2. Key Changes

- 2.1 Appendix 1 identifies the changes proposed to the scheme of delegation for Social Work Services.
- 2.2 The authorisation level for the purchase of social care and housing support, and the authorisation of individual budgets for adults and children has been increased for Chief Officer, Chief Social Work Officer and Chief Officer Finance and Resources, from above £120,000 to above £196,000 in recognition of inflationary increases and increased complexity of care packages which are operationally increasing the volume of approvals requiring to be escalated.
- 2.3 Other minor amendments have been made to reflect Organisational structure changes, inflationary uplifts and to increase the authorisation level to reflect changing use of funds.

3. Policy and Resource Implications

Resource Implications:

<i>Financial:</i>	None
<i>Legal:</i>	None
<i>Personnel:</i>	None
<i>Procurement:</i>	Ensures compliance with Council Scheme of Delegation

Council Strategic Plan: Corporate Governance

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Not Applicable

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*Equality Outcomes
2017-22*

What are the potential equality impacts as a result of this report? Not Applicable

Please highlight if the policy/proposal will help address socio economic disadvantage. Not Applicable

Sustainability Impacts:

Environmental: Not Applicable

Social, including opportunities under Article 20 of the European Public Procurement Directive: Not Applicable

Economic: Not Applicable

Privacy and Data Protection impacts: Not Applicable

4. Recommendations

4.1 City Administration Committee is asked to:

- (1) note this report; and
- (2) approve the Scheme of Delegation for Social Work Services which is incorporated into the Glasgow City Council Scheme of Delegated Functions <https://glasgow.gov.uk/CHttpHandler.ashx?id=6762&p=0>

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Appendix 1: Glasgow City Council Social Work Scheme of Delegation & Authorisation Limits

The Chief Officer of the Integration Joint Board is authorised:

ITEM NO.	LEGAL PROVISION OR FUNCTION	PREVIOUS DESIGNATIONS OF OFFICERS EXERCISABLE BY	REVISED DESIGNATIONS OF OFFICERS EXERCISABLE BY	REASON FOR CHANGE
3	To make payments to voluntary organisations for the purchase of services or initial purchase of equipment up to the value of £20,000	<p>Chief Officer Strategy & Operations (CSWO) Chief Officer Finance & Resources, all up to £10,000;</p> <p>Assistant Chief Officer (Care Group/Localities) Head of Care Services all up to £5,000;</p> <p>Services Managers (or NHS Equivalent Post) Home Care Operations Manager Assessment Services Manager up to £2,500</p>	<p>Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance and Resources all up to £20,000</p> <p>Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older People Services & South Operations Assistant Chief Officer Public Protection & Complex Needs Assistant Chief Officer Primary Care & Early Intervention Assistant Chief Officer Care Services & Commissioning Heads of Service All up to £5,000</p> <p>Service Managers (or NHS Equivalent Post) Home Care Operations Manager Assessment Services Manager All up to £2,500</p>	Increase from £10,000 to £20,000 to reflect inflationary increases and changes to job titles and latest operational structure.

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<p>4</p>	<p>To provide aids and adaptations for disabled people and special payments to Carers up to the value of £50,000 in any one case.</p>	<p>Chief Officer Strategy and Operations Chief Officer Finance & Resources, all up to £50,000;</p> <p>Assistant Chief Officer (Care Group/Localities) Head of Care Services All up to £25,000</p> <p>Head of Children's Services and Criminal Justice (Localities) Head of Adult Services (Localities) Head of Older People and Primary Care (Localities) Home Care Operations Manager all up to £10,000</p> <p>Service Manager and Homelessness Services Planning and Commissioning Manager, Head of Children's Services Assessment Services Manager all up to £5,000;</p> <p>Homeless Team Service/Operations Manager</p>	<p>Chief Officer Strategy & Operations GHSCP (CSWO) Chief Officer Finance & Resources all up to £50,000</p> <p>Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older People Services & South Operations Assistant Chief Officer Public Protection & Complex Needs Assistant Chief Officer Primary Care & Early Intervention Assistant Chief Officer Care Services & Commissioning All up to £25,000</p> <p>Head of Adult Services (Localities) Head of Children's Services Head of Older People & Primary Care (Localities) Home Care Operations Manager All up to £10,000</p> <p>Service Manager Homelessness Planning & Commissioning Manager Assessment Services Manager All up to £5,000</p> <p>Homeless Team Service/Operations Manager Service Manager (Alcohol and Drug Services) All up to £2,500</p>	<p>Previous Scheme of Delegation referred specifically to Foster Carers. The reference specifically to 'Foster' has been removed so that item now includes all Carers including Kinship and Specialist Carers.</p>
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		<p>Service Manager (Alcohol and Drug Services) all up to £2,500;</p> <p>Assistant Service Manager, Team Leader up to £1000;</p> <p>Qualified Occupational Therapists and other staff authorised to order equipment from EquipU £500 for adaptations and standard items of equipment provided by EquipU.</p>	<p>Assistant Service Managers Team Leader All up to £1,000</p> <p>Qualified Occupational Therapists and other staff authorised to order equipment from EquipU £500 for adaptations and standard items of equipment provided by EquipU.</p>	
5	Subject to the Council's Financial Regulations, Management and Control Code of Practice;			
5a	To purchase appropriate social care and housing support services within open-ended call off contracts from providers on the approved national and local framework agreements from accredited providers, or from providers awarded contracts for business by the Council, excluding services at (b) to (d) below.	<p>Chief Officer Strategy & Operations (CSWO) Chief Officer Finance & Resources, Above £120,000 annual spend</p> <p>Assistant Chief Officer (Care Groups/Localities) Head of Care Services Up to £120,000 annual spend</p>	<p>Chief Officer Strategy & Operations GHSCP (CSWO) Chief Officer Finance & Resources Above £196,000 annual spend</p> <p>Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older People Services & South Operations Assistant Chief Officer Public Protection & Complex Needs Assistant Chief Officer Primary Care & Early Intervention Assistant Chief Officer Care Services & Commissioning Up to £196,000 annual spend</p>	Increase to authorisation limits to reflect inflationary increases and complexity of care packages.

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	<p>Head of Children's Services Head of Adult Services (Localities) Head of Older People and Primary Care Home Care Operations Managers Up to £80,000 annual spend for above officers</p> <p>Service Manager Assessment Services Manager Up to £50,000 annual spend, including short-term purchases beyond 12 weeks</p> <p>Team Leader up to £25,000 annual spend, including short term purchases up to 12 weeks.</p> <p>In respect of Older People's Services authority to approve rates</p> <p>a) above the Council approved rate, excluding 24 hour supported living, is delegated to the Chief Officer Finance & Resources and the Assistant Chief Officer Older People's Services (South);</p> <p>b) above the Councils approved rate for 24-hour supported living is delegated to the Chief Officer Finance & Resources and the Assistant Chief Officer Older People's Services (South);</p> <p>c) at the Council approved rate in care homes (residential/nursing) within Scotland and in 24 hour supported living</p>	<p>Heads of Service Home Care Operations Manager Up to £120,000 annual spend</p> <p>Service Manager – including short term purchases beyond 12 weeks Assessment Services Manager – including short term purchases beyond 12 weeks Up to £50,000 annual spend</p> <p>Team Leader – including short term purchases up to 12 weeks Up to £25,000 annual spend</p> <p>In respect of Older People's Services authority to approve rates</p> <p>a) above the Council approved rate, excluding 24 hour supported living, is delegated to the Chief Officer Finance & Resources and the Assistant Chief Officer Older People's Services (South);</p> <p>b) above the Councils approved rate for 24-hour supported living is delegated to the Chief Officer Finance & Resources and Assistant Chief Officer Older People's Services (South);</p> <p>c) at the Council approved rate in care homes (residential/nursing) within Scotland and in 24 hour supported</p>	
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		services within Glasgow, is delegated to Team Leaders and above.	living services within Glasgow, is delegated to Team Leaders and above.	
5b	To purchase Care packages in Children's Services for placements at Residential/Open Schools.	Chief Officer Strategy and Operations (CSWO) Chief Officer Finance and Resources Assistant Chief Officer Children Services (North East) Assistant Chief Officer Adult Services (North West) Assistant Chief Officer Public Protection and Complex Needs	Chief Officer Strategy & Operations GHSCP (CSWO) Chief Officer Finance & Resources Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Public Protection and Complex Needs Heads of Children's Services and Criminal Justice (Localities)	Changes to job titles and latest operational structure, now includes Head of Children's Services and Criminal Justice
5c	To authorise Individual Budgets (options 1-4) for Adults in accordance with the Social Care (Self Directed Support) (Scotland) Act 2013	Chief Officer Strategy and Operations (CSWO) Chief Officer Finance & Resources, Above £120,000 annual spend for above officers Assistant Chief Officer (Care Groups/Localities) Assistant Chief Officer Public Protection and Complex Needs up to £120,000 annual spend for the above Officers; Head of Adult Services (Localities), Head of Children's Services Head of Older People & Primary Care	Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance & Resources Above £196,000 annual spend for above officers Assistant Chief Officer Children Services & North Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older Peoples & South Operations Assistant Chief Officer Public Protection and Complex Needs Up to £196,000 annual spend Head of Adult Services (Localities) Head of Older People & Primary Care Up to £120,000 annual spend for above officers and outwith Scottish placements	Increase to authorisation limits to reflect inflationary increases and complexity of care packages.

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		<p>up to £80,000 annual spend for the above Officers, and outwith Scotland placements);</p> <p>Service Manager Individual budgets within RAS score, Individual budgets outwith RAS score to a maximum of £40,000 annual spend, Variations beyond 12 weeks, Outwith Glasgow placements (not outwith Scotland);</p> <p>Team Leader Variations to a maximum of 12 weeks</p>	<p>Service Manager Individual budgets within RAS score, Individual budgets outwith RAS score to a maximum of £40,000 annual spend, Variations beyond 12 weeks, Outwith Glasgow placements (not outwith Scotland);</p> <p>Team Leader Variations to a maximum of 12 weeks</p>	
5d	To authorise Individual Budgets (options 1-4) for Children in accordance with the Social Care (Self Directed Support) (Scotland) Act 2013	<p>Chief Officer Strategy & Operations Chief Officer Finance & Resources, Above £120,000 annual spend for the above Officers;</p> <p>Assistant Chief Officer (Care Groups & Localities) Assistant Chief Officer, Public Protection and Complex Needs Up to £120,000 annual spend for the above officers</p> <p>Head of Adult Services (Localities) Head of Children's Services Head of Older People and Primary Care Up to £80,000 annual spend for the above officers</p>	<p>Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance & Resources Above £196,000 annual spend for above officers</p> <p>Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older Peoples & South Operations Assistant Chief Office Public Protection and Complex Needs Up to £196,000 annual spend for above officers</p> <p>Head of Children's Services Up to £120,000 annual spend for above officers</p>	Increase authorisation limits to reflect inflationary increases and complexity of care packages

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		Service Managers – individual budget within RAS score; variations to a maximum of 12 weeks; and outwith Glasgow placements (not outwith Scotland)	Service Managers – individual budget within RAS score; individual budgets outwith RAS score to a maximum of £25,000 annual spend; variations to a maximum of 12 weeks; and outwith Glasgow placements (not outwith Scotland)	
6	To provide direct assistance (loans or grants) under statutory provisions in			
6a	The Social Work (Scotland) Act 1968, the Children's Act 1975 or the Children's (Scotland) Act 1995.	<p>Chief Officer Strategy & Operations (CSWO) Chief Officer Finance & Resources Assistant Chief Officer (Care Groups/Localities) Assistant Chief Officer Public Protection and Complex Needs Head of Care Services Home Care Operations Manager Up to £4,000</p> <p>Head of Care Services Home Care Operations Manager Up to £4,000</p> <p>Service Manager, Service Manager (Glasgow and Partners Emergency Social Work Service) Assessment Services Manager Homelessness Operations Manager Homelessness Team Manager All up to £600</p>	<p>Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance & Resources Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations Assistant Chief Officer Older Peoples & South Operations Assistant Chief Officer Public Protection and Complex Needs Up to £20,000 annual spend for above officers</p> <p>Head of Children's Services and Criminal Justice (Localities) Up to £4,000</p> <p>Service Manager Up to £2,500 for a single person or £3,000 for a single person with child</p>	Inflationary increase to highest level to reflect changing use of funds and lower levels to reflect operational procedure.

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		Assistant Service Manager Team Leader All up to £250	Assistant Service Manager Team Leader Up to £300	
6b	Sections 29 and 30 of the Children's (Scotland) Act 1995, Section 73 of the Regulation of Care (Scotland) Act 2001, and Section 6 of the Children (Leaving Care) Act 2000.	<p>Chief Officer Strategy & Operations (CSWO) Chief Officer Finance & Resources, Assistant Chief Officer (Care Group/Localities) Assistant Chief Officer Public Protection and Complex Needs All up to £4,000</p> <p>Head of Children's Services Service Manager Up to £2,500 for single person or £3,000 for single person with child</p> <p>Assistant Service Manager Team Leader up to £300</p>	<p>Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance & Resources Assistant Chief Officer Children Services & North East Operations Assistant Chief Officer Adult Services & North West Operations) Assistant Chief Officer Older People Services & South Operations Assistant Chief Officer Public Protection and Complex Needs Up to £20,000 annual spend for above officers</p> <p>Head of Children's Services and Criminal Justice (Localities) Service Manager Up to £2,500 for a single person or £3,000 for a single person with child</p> <p>Assistant Service Manager Team Leader Up to £300</p>	Inflationary increase to highest level to reflect changing use of funds and lower levels to reflect operational procedure.

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The Chief Social Work Officer is authorised:

ITEM NO.	LEGAL PROVISION OR FUNCTION	PREVIOUS DESIGNATIONS OF OFFICERS EXERCISABLE BY	REVISED DESIGNATIONS OF OFFICERS EXERCISABLE BY	REASON FOR CHANGE
4	To consider and decide upon recommendations made by the Adoption and Fostering Review Panel in connection with any adoption and fostering matters, including decision about the provision of aids and adaptations.	Assistant Chief Officer, Children's Services (North East) Assistant Chief Officer, Adult Services (North West) Assistant Chief Officer, Public Protection and Complex Needs Head of Children's Services (Localities)	Assistant Chief Officer Children's Services & North East Operations Assistant Chief Officer Public Protection and Complex Needs Head of Children's Services	Changes to job titles and latest operational structure, now excludes Assistant Chief Officer, Adult Services (North West)
5	To consider and decide upon recommendations by Adoption and Fostering Panels, on matters of approval of persons to adopt or foster, and the placement of children with such persons.	Assistant Chief Officer, Children's Services (North East) Assistant Chief Officer, Adult Services (North West) Assistant Chief Officer, Public Protection and Complex Needs Head of Children's Services (Localities)	Assistant Chief Officer Children's Services & North East Operations Assistant Chief Officer Public Protection and Complex Needs Head of Children's Services	Changes to job titles and latest operational structure, now excludes Assistant Chief Officer, Adult Services (North West)

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The Chief Officer Finance and Resources (Health & Social Care Partnership) is authorised:

1	To serve any notices and to take any necessary action on behalf of the Council in terms of the National Assistance Acts	Assistant Chief Officer Finance	Assistant Chief Officer Finance Head of Finance	Changes to job titles and latest operational structure.
2	To approve waivers and disregards on behalf of the Council in respect of determining a client's liability for contribution to social care and housing support services provided.	Assistant Chief Officer Finance Finance Manager up to £2,500	Assistant Chief Officer Finance Head of Finance Finance Manager Up to £2,500	Changes to job titles and latest operational structure.
3	To approve waivers and disregards on behalf of the Council in respect of determining a client's liability for contribution to care home (residential/nursing) costs	Assistant Chief Officer Finance Finance Manager up to £2,500	Assistant Chief Officer Finance Head of Finance Finance Manager Up to £2,500	Changes to job titles and latest operational structure.