

4.2

Functions delegated to the Assistant Director of Resources and Service Development (Children and Families)

Definitions

In this section the following definitions shall apply unless otherwise indicated:

“school” means any community, foundation, voluntary, community special and foundation special school.

“pupil” means any person under 19 for whom education is being provided at a school

1. To exercise the day-to-day functions of the Local Authority (LA) with regard to the efficient and effective management of Children’s Services, within the agreed policies of the Council and budget of the LA whether specifically identified below or otherwise
2. Any function delegated to the Assistant Director Resources and Service Development (Children and Families) as set out below may be exercised by the Strategic Director of Children’s Services and by any other person authorised by either the Assistant Director Resources and Service Development (Children and Families) or by the Strategic Director of Children’s Services.

A. General

1. To prepare or contribute to the preparation of statutory plans as required,
2. To provide information about schools and individual pupils to prescribed persons in accordance with legislative requirements.

B. Finance

1. To determine an LA Budget, Schools Budget and Individual Schools Budget and to prepare an annual statement of planned expenditure and a statement of actual expenditure and resources.
2. To prepare a Scheme for Financing Schools dealing with the financing of maintained schools, setting arrangements for the allocation and use of budgets, to seek and obtain the approval of such a scheme from the Secretary of State and to review the scheme as required.
3. To administer the Scheme in accordance with its terms.
4. To determine and publish a policy on any charges and remission of charges to be made for optional out-of-school activities.

5. To apply for external grants and funding in line with the policies of the Authority and monitor the spending of those grants.
6. To establish and administer a Schools' Forum.
7. To approve the appointment of internal auditors.
8. To agree financial adjustments with other LA's.
9. To comply with a notice or an Order of the Secretary of State in determining the schools budget.

C. Property

1. To make arrangements for the management and maintenance of all education service premises and land within the control of the LA including lettings, tenancies, management contracts and authorisation of temporary measures so as not to disrupt the provision of education including duties relating to health, safety and welfare.
2. To approve the relocation and/or removal of demountable classrooms.

D. Health & Safety

1. To make arrangements, based on a written policy, to ensure that the health and safety of employees, pupils and visitors in schools are reasonably assured and that risks are minimised.
2. So far as is reasonably practicable, to ensure the health, safety and welfare of pupils on work experience.

E. Admissions

1. To establish and administer a Schools Admissions Forum
2. To arrange consultation on admissions arrangements for schools for which the LA is admissions authority and implement the arrangements.
3. To publish information about admission arrangements for schools.
4. To administer the arrangements for admission appeals.
5. To give a direction for the admission of a pupil to a particular school.