

ADULT SERVICES

FINANCIAL PROCEDURE

SCHEME OF DELEGATION 2014 - 2015

All Council Departments are required to operate their expenditure in line with a recorded and auditable Scheme of Delegation.

1. Principles

- a) Social care expenditure for individual service users is generally exempt from Contract Standing Orders, paragraphs 10-12 which set out the number of contract bids/tenders to be sought in relation to the value of a contract. However, **all spending for social care services must demonstrate that value for money has been obtained.**
- b) Approval of social care expenditure is subject to FACS eligibility criteria, usually at substantial or critical.
- c) Delegated officers must consider alternative services and best value when authorising the cost of meeting service users' needs and outcomes.
- d) Applications for funding may be considered by a scrutiny panel to ensure adherence to these principles.
- e) Most funding applications will be determined by the Resource Allocation System (RAS) and the costed Personal Budget (PB)
- f) However, funding applications for patients awaiting discharge from acute and non acute hospital beds are not determined by a RAS or referred to a scrutiny panel.
- g) Where funding applications are not currently determined following principles d) & e) above, the Scheme of Delegation should still be followed and the delegated officer must demonstrate that value for money has been obtained.

2. Delegations for Levels of expenditure

Managers in all service categories can authorise expenditure as follows:

- A) Operations Manager (or equivalent) where total aggregated service costs do not exceed £550 per week (and are within the RAS)
- B) General Manager for Learning Disability Services where total aggregated service costs do not exceed £1,000 per week (and are within the RAS)
- Scrutiny Panel and Head of Service where total aggregated services exceed £550 per week, or where service packages of any value cost more than 110% of the calculated RAS.
- Executive Director of Adult Social Care
Authorisation of "Out of City" services over £2,000 per week

Residential Care Services

Operational managers (or equivalent) can authorise

- a) Individual placements within approved block contracted care homes
- b) In house services of all types.
- c) Individual Residential Placements at the Council's agreed set rates. (This includes contracts where a third Party contribution has been agreed which covers the full additional cost)

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General Managers where exceptional circumstances apply, can agree Waivers for individual residential placements where the proposed fees are above the set rates: (refer to separate Waiver Procedures)

Placement costs where no set rates apply are subject to:

- The delegated officer obtaining at least two quotes from providers who are able to meet the individuals assessed needs. (Where applicable, costs should be aligned to the care funding calculator and the service should be awarded to the provider who can provide best value). Evidence of these quotes must be retained for audit purposes.
- In exceptional circumstances one quote may be acceptable where only one provider is available. In this case the funding application must be annotated “only one provider available and the price has been appropriately negotiated”
- A copy of all quotes must be retained for audit purposes.

3. Service User Charges for All Services

Delegated officers are responsible for advising service users that a charge for the service may be applicable and must provide the charging information sheets.

a) Waiving Service User Charges

General Manager can authorise a waiver of service user charges

However, charges cannot be waived without consultation with the Head of Financial Assessments and Welfare Rights (to ensure equity).

Residential accommodation for adults is subject to a statutory charge which cannot be waived other than in the first 8 weeks of placement [exceptional circumstances only]

b) Debt Write Off

General Manager in liaison with Head of Financial Assessments

Note: Debts will usually be pursued by the Central Collections Team but may be written off to avoid further action in appropriate and exceptional circumstances or where such action has been unsuccessful, or is uneconomic to pursue.

Debts of £1,000 to £10,000 are sanctioned by Director of ASC and Chief Finance Officer
Debts in excess of £10,000 are sanctioned by Director of ASC and reported to Cabinet

IMPORTANT NOTE Loss of income resulting from waived charges or debt write off is charged against the relevant service budget.
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