

Director of Public Health & Prevention Scheme of Delegation including Statutory & Regulatory Duties and Powers – Updated April 2024

Article 7 (Officers) of the [Constitution](#) details officers designated as Chief Officers and Statutory Officers. Article 7 sets out specific high-level functions and responsibilities of Chief Officers (section 7.3).

Part 2G sets out functions not to be the responsibility of the Executive – this details that certain functions must be undertaken by a committee or a council officer.

Part 4J is a Protocol for Recording Decisions made by Officers and details which type of decisions must be recorded. It also states that the Chief Officer's Scheme of Delegation will indicate whether a Delegated Powers Report (DPR) or an Officer Decision is required. Section 3 states:

“Chief Officers have the following delegated powers in respect of all matters which are not key decisions and not reserved for decision by the Council, Cabinet or by a Committee of the Council

a) to make decisions and approve expenditure relating to their functions and the functions of their Department, where necessary. They should also comply with (b) and (c) below. The sum expended must be within the approved budget for the Department and/or relevant portfolio, and the amount in relation to any single matter must not exceed £214,905

b) to determine employment matters relating to staff including all changes to staffing structures. This power will not include changes to terms and conditions of employment or additional payments to any individual member of staff above £100K.

c) to approve tender strategies and award contracts in accordance with the Council's Contract Procedure Rules within Part 4 of the Constitution.

3.2 Where appropriate the Head of Paid Service may exercise any function delegated to any other officer, e.g., in case of absence.

3.3 Where a Chief Officer believes that a matter that is within their delegated authority is significant or sensitive they have the discretion to refer it to Members for decision.”

Whilst actions and decisions taken using authority delegated by a Chief Officer will be taken in the name of the individual officer with delegated authority, the Chief Officer is accountable for ensuring that decisions taken are lawful and in accordance with the

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Constitution. The Chief Officer should monitor the effectiveness of decisions taken under delegated powers, including ensuring that officers are appropriately skilled to exercise those powers.

Scheme of Financial Delegation

Chief Officers are required to ensure that all staff are aware of the Financial Regulations as required by Section 151 of the Local Government Act 1972, and to maintain a scheme of financial delegation. The scheme of financial delegation will define the authorisation limits in respect of ordering goods, services and works. The scheme of financial delegation applies to all officers within the Council, as well as joint employees of the Council, and is attached as an appendix to this document.

The Director of Public Health & Prevention is also responsible for ensuring that strategic partners and contractors who incur expenditure on behalf of the Council have appropriate schemes of financial authorisation in place. The schemes of financial authorisation should clearly define the limits that employees can approve expenditure for managed budgets, as specified in the contract.

Schemes of financial authorisation should be maintained by the strategic partners/contractors and approved by the Director of Public Health & Prevention on an on-going basis.

Director for Public Health & Prevention

The Director for Public Health & Prevention (DPH&P) reports into the Chief Executive. The relevant delegations and provisions of law for the role of the Director of Public Health (DPH), who in Barnet is the DPH&P, are set out below in this scheme. The overarching Government Guidance on the responsibilities for Directors of Public Health in Local Authorities is available here: <https://www.gov.uk/government/publications/directors-of-public-health-role-in-local-authorities#history>

The DPH&P is responsible for statutory function for Health and Safety and the insight and intelligence function for the Council as well as ensuring that prevention is embedded across all Directorates and corporate policies and strategies.

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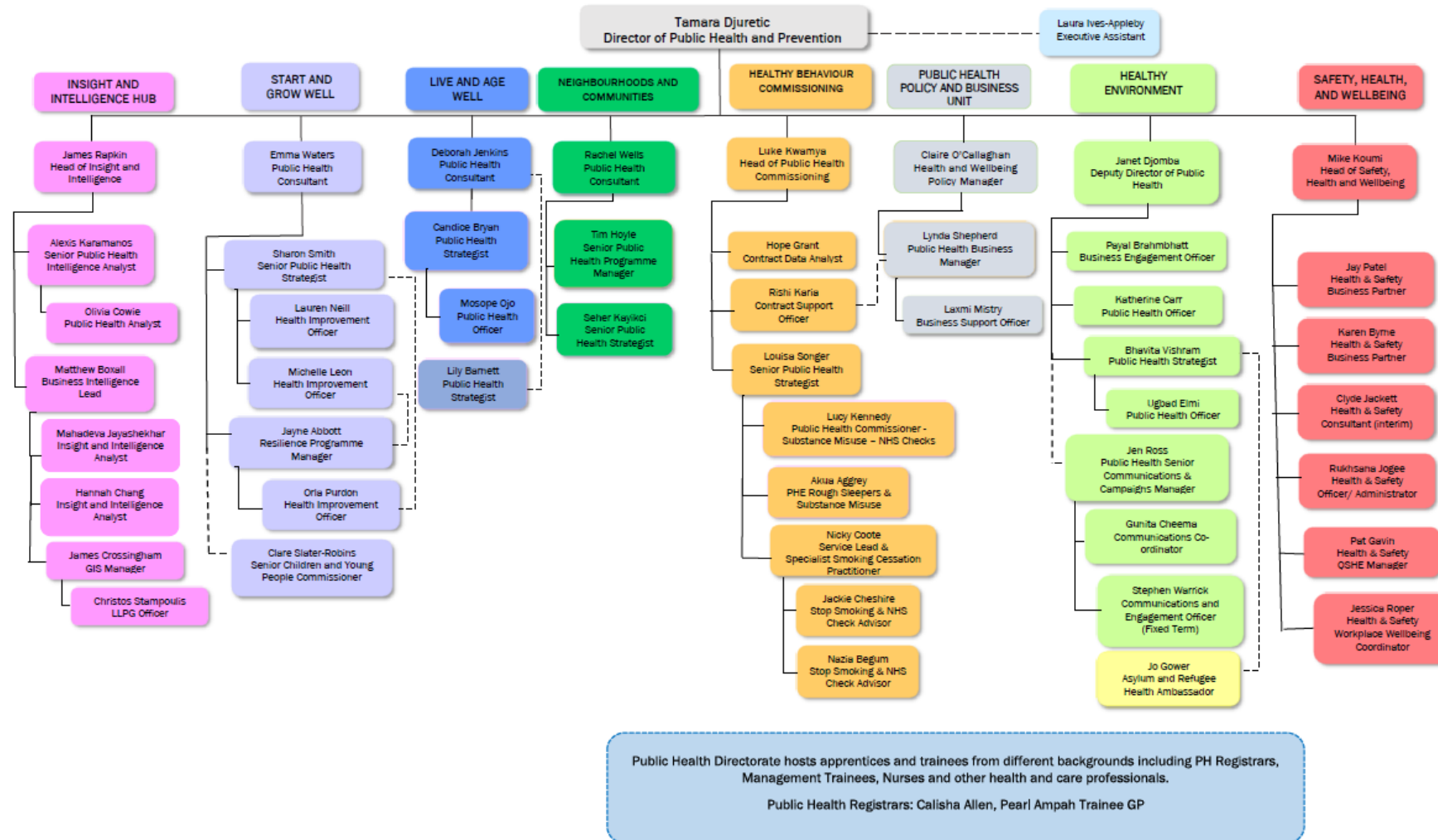
Review of Schemes of Delegation

Schemes of Delegation must be reviewed on annual basis. Chief Officers are responsible for reviewing and signing off their Scheme of Delegation. Where legislation is cited it is deemed to include the subsequent legislation and amendments to legislation. However, HB Public Law should be engaged in the annual review of the schemes to ensure that the scheme is updated as quickly as possible after any change in legislation. Following sign-off and publication to the website, Chief Officers are responsible to communicate the new schemes to services, external delivery partners and all other relevant parties.

If any urgent changes need to be made before the scheduled annual review (i.e. updates to legislation or constitutional changes which impact on the scheme) then schemes should be updated on an ad hoc basis (with HB Public Law engaged as appropriate) and published.

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London Borough of Barnet Council – Public Health Directorate FINAL Organisational Structure (October 2022)



Updated 27.6.2023

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	Officer with Delegated Authority (to lowest relevant level)							Recording of Delegated Powers	
	Cabinet / Cabinet Member	Director of Public Health	Director	Assistant Director	Head of Service	Service Manager	Team Leader	Other requirements	Recording of Decision
PROCUREMENT									
Decisions must be made in accordance with the delegated authority limits below and the provisions of the Contract Procedure Rules (Part 4B) and Land and Property Transaction Authorisation and Delegated Powers (Part 4B1): Agenda for Constitution on Tuesday 11th July, 2023 (moderngov.co.uk)									
Authorisation to commence a procurement process under £25,000		✓	✓	✓	✓	✓	✓	Procurement method and recording requirements as set out in Contract Procedure Rules	
Authorisation to commence a procurement process £25,000 - £60,000		✓	✓	✓	✓			Procurement method and recording requirements as set out in Contract Procedure Rules	
Authorisation to commence a procurement process £60,001 - £90,000		✓	✓	✓				Procurement method and recording requirements as set out in Contract Procedure Rules	
Authorisation to commence a procurement process £90,001 - £214,904		✓	✓						
Authorisation to commence a procurement process £214,905-£500,000	Cabinet Member ✓ (or Procurement Forward Plan)							Portfolio Holder DPR or Procurement Forward Plan	
Authorisation to commence a procurement	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Authorisation is via: Cabinet Report; or Procurement Forward Plan	

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process £500,000 and above								
Acceptance process below £25,000		✓	✓	✓	✓	✓	✓	Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £25,000 - £60,000		✓	✓	✓	✓			Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £60,001 - £90,000		✓	✓	✓				Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £90,001 - £214,904		✓	✓					Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £214,904- £500,000		✓	✓					Officer DPR
Acceptance process £500,000 and above if within budget		✓	✓					Officer decision only when within approved budget. If not within budget, Cabinet report required. Officer DPR
Variation or extension acceptance for contract value below £25,000		✓	✓	✓	✓	✓	✓	Procurement method and recording requirements as set out in Contract Procedure Rules
Variation or extension £25,001 - £214,904		✓	✓	✓				Procurement method and recording requirements as set out in Contract Procedure Rules
Variation or extension £214,905- £500,000	✓ (If not within budget)	✓ (If within budget)	✓ (If within budget)	N/A	N/A	N/A	N/A	IF within budget, Officer DPR If not within budget, Portfolio Holder DPR
Variation or extension		✓	✓					Officer decision only when within approved budget. If not

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acceptance £500,000 and above								within budget, Cabinet report required. Officer DPR
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***Authority is also delegated to the Assistant Director Commercial and Procurement (as the Service Lead for Procurement) and Assistant Director Finance**

Assistant Director of Commercial and Procurement - As per the Contract Procedure Rules this post holder has authority to approve a single tender action and the award of a contract. They may also waive the requirement to seek two written quotes under the OJEU threshold. These powers are delegated to the Deputy Chief Executive in the absence of the Assistant Director of Commercial and Procurement.

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Authorisation to commence a procurement process £60,001 - £90,000		✓	✓	✓				Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £25,000 - £60,000		✓	✓	✓	✓			Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £60,001 - £90,000		✓	✓	✓				Procurement method and recording requirements as set out in Contract Procedure Rules
Acceptance process £60,001 - £90,000		✓	✓					Procurement method and recording requirements as set out in Contract Procedure Rules
Variation or extension £50,001 - £214,904		✓	✓					Procurement method and recording requirements as set out in Contract Procedure Rules
Authorisation to commence a procurement process £214,905 - £500,000	Cabinet Member ✓ (or Procurement Forward Plan)							Portfolio Holder DPR or Procurement Forward Plan
Acceptance process £214,904 - £500,000		✓	✓					Officer DPR
Variation or extension £214,905 - £500,000	✓ (If not within budget)	✓ (If within budget)	✓ (If within budget)	N/A	N/A	N/A	N/A	IF within budget, Officer DPR If not within budget, Portfolio Holder DPR
Authorisation, acceptance, and variation or extension £500,000 and above	Procurement method and recording requirements as set out in Contract Procedure Rules							

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HUMAN RESOURCES – all delegated powers to be exercised in accordance with the Council’s Human Resources Policies and Part 4C (HR Regulations) in the Constitution									
	Cabinet / Cabinet Member	Director of Public Health and Prevention	Director	Assistant Director	Head of Service	Service Manager	Team Leader	Other requirements	Recording of Decision
Agree advertisement and appointments to vacant posts at the same level or lower than the delegated officer (subject to the approval of Employment Sub-Committee in the case of Assistant Director and Director level or above posts)	N/A	✓	✓	✓	✓	✓	✓	HR Regulations Section 3.1.2 – No vacant posts at Assistant Director level or above shall be advertised or recruited to without prior Committee approval and all new posts at Assistant Director level or above shall be created by committee decision (Employment Sub-Committee) and not by delegated powers.	N/A
Officers to undertake arrangements and participate in recruitment selection panels	N/A	✓	✓	✓	✓	✓	✓	Officer to be 1 level above being recruited to	N/A
Recruitment selection decision for Assistant	N/A	✓	✓					N/A	N/A

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Directors and Head of Service									
New starters paperwork to be reviewed including pre-employee checks for official sign off	N/A	✓	✓	✓	✓	✓	✓	HR form/ Letter/Core HR	N/A
Changes to location / position of roles (and/or individuals) advised in writing to HR. For post within the directorate only and limited to posts below the notifying officers level	N/A	✓	✓	✓	✓	✓	✓	HR letter	N/A
Authorise loans and payments in advance to employees	N/A	✓	✓	✓				HR form/ Letter/Core HR	N/A
Recruitment or Retention Payments in accordance with Recruitment and retention payments policy	N/A	✓	✓ includes Assistant Director Human Resources and OD					CMT/ Employment Sub-Committee	N/A
Authorise salary change and accelerated pay progression (excluding national and annual increments and restructures) movement through the range and above where appropriate via pay policy	N/A	✓	✓	✓				HR form/ Letter/Core HR	N/A

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Authorise overtime payments to Grade G	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise overtime payments above Grade G	N/A	✓	✓ includes Assistant Director Human Resources and OD					HR form/ Letter/ Core HR	N/A
Authorise car allowance claims	N/A	✓	✓	✓				HR form/ Letter/ Core HR	N/A
Authorise season ticket loans	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise acting up allowances	N/A	✓	✓	✓				HR form/ Letter/ Core HR	N/A
Sick absence return to work meeting	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise annual leave / flexi leave / TOIL	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise annual leave carry over within policy	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise special leave – unpaid	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Authorise special leave – paid	N/A	✓	✓	✓				HR form/ Letter/ Core HR	N/A
Authorise time off/ facilities for Trade Union officials (internal)	N/A	✓	✓	✓				N/A	N/A
Notification of leaver to HR	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Termination of agency employee contract	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	N/A
Disciplinary or capability action up to	N/A	✓	✓	✓	✓			HR form/ Letter/ Core HR	N/A

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and including final written warning									
Hear appeal against dismissal and other disciplinary action as appropriate	N/A	✓	✓						
Dismissal	N/A	✓	✓	✓				HR form/ Letter/ Core HR	N/A
Issuance of at risk and notice of redundancy letters in relation to major restructures and situations where TUPE would apply for 20 or more employees	N/A	✓	✓ includes Assistant Director Human Resources and OD					HR form/ Letter/ Core HR	N/A
Sign off establishment list changes within financial envelope	N/A	✓	✓ includes Assistant Director Human Resources and OD					HR form/ Letter/ Core HR	N/A
To make recruitment and appointment decisions (not for same level or above)	N/A	✓	✓	✓	✓	✓		HR form/ Letter/ Core HR	No
Change in designation of a post within the organisation structure without change in grade	N/A	✓	✓ includes Assistant Director Human Resources and OD					HR form/ Letter/ Core HR	Audit trial
Agree settlement/instruct lawyers to defend Employment Tribunal	N/A	✓	✓ includes Assistant Director Human Resources and OD and the					N/A	N/A

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			Monitoring Officer						
Reporting Industrial injury in compliance with RIDDOR	N/A	✓	✓	✓ includes Head of Safety & Health at Work				N/A	N/A
Disclosure and Barring Service / Border agency / HMRC statutory bodies enquiries	N/A	✓	✓					N/A	N/A
Consultants: check status and compliance	N/A	✓	✓	✓				N/A	N/A
Agency worker deployment including placement of order and recruitment selection	N/A	✓	✓	✓				N/A	N/A
Finance and Business Planning – authorise change at end of Finance and Business Planning consultation	N/A	✓	✓					Incorporate into business planning report to P&R and Full Council	Yes
Service restructures - opening of service consultation	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	Yes
Service restructures – authorisation (less than 20 officers)	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	Yes
TUPE in and out (less than 20 officers)	N/A	✓	✓					N/A	Yes

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			includes Assistant Director Human Resources and OD						
Authorise ad hoc Voluntary Redundancy, Compulsory Redundancy, Early Retirement, severance in line with Management Of Change and <100k including pension strain	N/A	✓	✓ includes Assistant Director Human Resources and OD					HR form/ Letter/HR Core Severance packages over £100K require C&GPC approval	N/A
Redundancy and payment authorisation after consultation	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	N/A
Write off monies owed by employees	N/A	✓	✓					HR form/ Letter/Core HR	N/A
UK Border Agency - Licence under the Home Office Certificate of Sponsorship Scheme (to take decisions on behalf of the Council as required)	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	N/A
Authorisation of payroll – scheduled and adhoc payments	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	N/A

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Pensions discretions as defined and agreed by the Pensions Fund Committee	N/A	✓	✓ includes Assistant Director Human Resources and OD					N/A	N/A
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Decision/Power	Officer with Delegated Authority (to lowest relevant level)						Recording of Delegated Powers	
	Chief Officer / Executive Director	Assistant Director	Head of Service	Service Manager	Team Leader	Other requirements	DPR / Officer Decision	Chief Officer / Executive Director
FINANCE								
<ul style="list-style-type: none"> - Manage the Public Health Directorate within the budget set by the council - Ensure Public Health Grant is spent in accordance to grant condition - Ensure that any expenditure incurred within their service is in accordance with both the purpose and objectives of the services being provided and provides value for money - Ensure that their revenue cost centre managers do not enter into commitments before satisfying themselves there is sufficient approved budget provision - Notify the Section 151 Officer of forecast revenue budget or capital project overspends - Submit proposals to the Section 151 Officer for offsetting any forecast revenue overspend - Notify the Section 151 Officer of all revenue underspend, over-recovery of income or windfall benefits arising within their revenue budgets - Ensure that their capital project managers do not enter into commitments before satisfying themselves there is sufficient approved budget provision - Notify the Section 151 Officer of all underspend, over-recovery of income or 	✓	✓					N/A	N/A

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<p>windfall benefits arising within their revenue and capital budgets</p> <ul style="list-style-type: none"> - Submit accurate forecasts to the finance function in line with the monitoring timetable set out by the finance function 								
<ul style="list-style-type: none"> - Notify the Section 151 Officer if there is the possibility of expenditure slipping past a funding deadline - Explore all feasible options that maximise external funding available to the Council within the Public Health Directorate and Insight and Intelligence Team. - Provide the Section 151 Officer with details of all bids for external funding within the Public Health Directorate - Advise the Section 151 Officer of all grant and subsidy notifications as soon as they are received - Ensure that all external funding is received from the paying body and, wherever possible, received ahead of the planned expenditure - Ensure that all conditions associated with external funding are met and that information and evidence required to complete grant and subsidy claims are provided on time - Ensure compliance with all requirements for the audit of external funding where applicable 	✓	✓					N/A	N/A
<ul style="list-style-type: none"> - Communicate forecast overspends on approved capital projects to the Section 151 Officer immediately and submit options to the Section 151 Officer for offsetting the forecast overspend 	✓	✓						
<p>Ensure all adequate financial controls are in place before entering into a partnership with another organisation that involves pooling some of the</p>	✓	✓					N/A	N/A

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Council's budgets. A financial risk assessment must also be prepared and monitored over time								
Ensure that the Public Health Directorate adheres to the timetable and requirements set out by the Section 151 Officer for the closing of accounts, and provide any information and evidence required in relation to this	✓	✓					N/A	N/A
Ensure that staff in Public Health Directorate who use the Procurement Cards adhere to the requirements of the LBB Purchasing Card (PCard) Guide and Terms and Conditions	✓	✓					N/A	N/A
Ensure the proper security of all buildings, stocks, furniture, equipment and cash etc. within their service	✓	✓					N/A	N/A
Notify the Section 151 Officer immediately of all new areas of risk and of any change of circumstances likely to affect existing insurance risks within Public Health Services	✓	✓					N/A	N/A
Agree financial settlement where recommended by the Ombudsman or a court.	✓						N/A	N/A
INFORMATION MANAGEMENT								
Authorisation of final responses and decision on redactions for Freedom of Information (FOI) requests within Public Health Directorate	✓	✓	✓	✓	✓	✓	Statutory requirement to respond within 20 working days	N/A
Approval of responses to Subject Access Requests (SAR) for Public Health	✓	✓	✓	✓	✓	✓	Statutory requirement to respond within 1 month	N/A
Business continuity decisions for Public Health Directorate		✓	✓	✓			N/A	N/A
HEALTH AND SAFETY								
Hold the Health and Safety portfolio for the board (CMT). <ul style="list-style-type: none"> • Ensure CMT agree a suitable corporate health and safety management system 	✓		✓ <i>Head of SHaW</i>					

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<ul style="list-style-type: none"> Raise significant corporate H&S issues and risks are raised The regular provision of corporate H&S performance reports 			<i>(Statutory H&S Advisor)</i>					
Act of behalf of the Chief Executive in cases of serious or imminent danger by suspending service provision or service location	✓		✓ <i>Head of SHaW (Statutory H&S Advisor)</i>					
Provision of statutory health and safety advice to the council and board (CMT) to include corporate risk and mitigation strategies	✓		✓ <i>Head of SHaW (Statutory H&S Advisor)</i>	✓				
Ensure the directorate has a suitable health and safety management system in place	✓	✓	✓	✓				
Responsible for the management of health and safety risks and for suitable controls	✓	✓	✓	✓	✓	✓		
SPECIFIC POWERS AND RESPONSIBILITIES (INCLUDING HEALTH PROTECTION)	Health and Social Care Act 2012							
Responsible for improving public health and ensuring that the local authority discharges and thereby preforms its Public Health duties specified in Health and Social Care Act 2012	✓	✓						
To be the principal / lead adviser on all health related matters to elected members and officers of the local authority, covering all three domains of public health namely: health improvement, health protection and healthcare public health whilst also playing a key role in the reduction of health inequalities.	✓	✓						
To have the day to day responsibility for the ring fenced public health grant along with overall responsibility for ensuring that this is invested in order to improve health locally	✓	✓	✓					
Section 73A(1) of the 2006 Act, inserted by section 30 of the 2012 Act, gives the Director of Public Health statutory responsibility for:	✓	✓						

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<ul style="list-style-type: none"> • All of the local authority’s duties to take appropriate steps to improve the public health of people in their area (the exercise by the authority of its functions under section 2B, 111 or 249 of Schedule 1 to, the 2006 Act), including:- i) providing information and advice ii) providing services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way) iii) providing services or facilities for the prevention, diagnosis or treatment of illness iv) providing incentives to encourage individuals to adopt healthier lifestyles v) providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment vi) providing or participating in the provision of training for persons working or seeking to work in the field of health improvement • Any of the Secretary of State’s public health protection or health improvement functions that are delegated to the local authorities, either by COUNCIL DELEGATED POWER OVERALL RESPONSIBLE BODY arrangement or under regulations - these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act; • The Secretary of State’s public health functions exercised by local authorities in pursuance of arrangements under section 7A of the 2006 Act • exercising the local authority’s functions; • Planning for and responding to emergencies that present a risk to public health • the local authority’s role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders; 								
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<ul style="list-style-type: none"> • Such other public health functions as the Secretary of State specifics in regulations; • To be responsible for the preparation of the annual report on the health of the population in the local area. 									
<p>The Director of Public Health will also:</p> <ul style="list-style-type: none"> • be the officer who provides leadership, expertise and advice to the elected members and senior officers on a range of issues, including outbreaks of disease and emergency preparedness to improving local peoples health and concerns around access to health services • to provide expert and objective advice to the public on health matters • to have a knowledge and understanding of how to improve the local populations health by understanding the factors that determine health and ill health and how to promote health and wellbeing, change people’s behaviour and to reduce health inequalities • work to protect the local population from risks to public health and to work with NHS colleagues and local authority colleagues such as the Director of Children’s Services and Director of Adult Social Care to promote action across the life course and to meet the needs of vulnerable children • to work with the police and crime commissioner to promote safer communities and to work with and influence the work of NHS commissioners • to be a member of the Health & Well Being Board as well as advising and contributing to the development of the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy • to act on information received in relation to all local health protection incidents and outbreaks 									

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<p>The Director of Public Health will also have responsibility for: the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications (a function given to local authorities by sections 5(3), 13(4), 69(4) and 172B(4) of the Licensing Act, as amended by Schedule 5 of the 2012 Act) If the local authority provides or commissions a maternity or child health clinic, then regulations made under section 73A(1) will also give the Director of Public Health responsibility for providing Healthy Start vitamins (a function conferred on local authorities by the Healthy Start and Welfare Food Regulations 2005 as amended)</p>									
<p>The Director of Public Health is responsible for the following mandatory services:</p> <ul style="list-style-type: none"> • NHS Health Check assessments • delivery of the National Child Measurement Programme (Weighing and measuring) • securing the provision of appropriate access to sexual health services • ensuring that NHS Commissioners / Clinical Commissioning Groups receive the public health advice they need • steps to be taken to protect the health of the local population 									
<p>The Director of Public Health is responsible for the non-mandatory public health services. These programmes are not nationally prescribed thereby allowing local flexibility on how they are commissioned and / or delivered based on local need:</p> <ul style="list-style-type: none"> • tobacco control and smoking cessation services • alcohol and drug misuse services 									

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<ul style="list-style-type: none"> • interventions to tackle obesity and community nutrition initiatives • increasing levels of physical activity in the local population • public mental health services • dental public health services • accidental injury prevention • population interventions to reduce and prevent birth defects • behavioural and lifestyle campaigns to prevent cancer and long-term conditions • local initiatives to reduce excess deaths as a result of seasonal mortality • local initiatives on workplace health • public health aspects of promotion of community safety, violence prevention and response • public health aspects of local initiatives to tackle social exclusion • local initiatives that reduce public health impacts of environmental risks. 								
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Responsibilities Relevant to the Director for Public Health:-

The Council's Constitution (Article 7 - Chief Officers) specified the specific responsibilities of the DPH as below

- (a) The DPH is responsible for writing the Annual Report on the health of the local population.
- (b) The DPH is responsible for all of the local authority's duties to take steps to improve public health.
- (c) The DPH is responsible for exercising the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
- (d) The DPH is responsible for exercising the local authority's role in co-operating with the Police, the Probation Service and the Prison Service to assess the risks posed by violent or sexual offenders.

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(e) The DPH is responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications.

(f) The DPH is responsible for exercising the local authority's duties to ensure plans are in place to protect their population including through screening and immunisation.

(g) The DPH is responsible to ensure that PH Grant is spend against prescribed functions and has a responsibility to sign off annual returns to PHE and DH, alongside CEO or 151 Officer.

Director of Public Health	Statutory Source of Function
1. Responsibility for the functions under S2B National Health Service Act – taking steps to improve Health.	Ss 2B and 73A National Health Service Act 2006.
2. Responsibility for the functions under S111 National Health Service Act – dental public health.	Ss 111 and 73A National Health Service Act 2006.
3. Responsibility for the functions under S249 National Health Service Act – joint working in respect of prison health.	Ss249 and 73A National Health Service Act 2006.
4. Responsibility for compliance with regulations made under s6C (1) or (3) National Health Service Act 2006 –requirement to undertake functions of the Secretary of State	Ss 6C(1) and (3) National Health Service Act 2006
5. Responsibility for the functions under S7A National Health Service Act – arrangements to undertake Secretary of State's functions.	Ss 7A and 73A National Health Service Act 2006.
6. Responsibility for the exercise by the authority of its functions under Schedule 1 National Health Service Act 2006 - inspection of school pupils.	Schedule 1 National Health Service Act 2006
7. Responsibility for any functions that relate to planning for or responding to emergencies involving a risk to public health.	S73A National Health Service Act 2006.
8. Responsibility for the functions under S325 Criminal Justice Act 2003 – arrangements for assessing risk of certain offenders.	S325 Criminal Justice Act 2003
9. To prepare an annual report on the health of the people in Barnet	S73B(5) National Health Service Act 2006

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10. To be a member of the Health and Wellbeing Board	S194(2)(d) National Health Service Act
11. Responsibility for the exercise of all other Local Authority's public health functions specified in S73A (1) National Health Service Act 2006.	S73A National Health Service Act 2006.

Further guidance is available here: <https://www.gov.uk/government/publications/public-health-grants-to-local-authorities-2017-to-2018>

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LB Barnet Scheme of Financial Delegation – Director of Public Health

	Purchasing		Debt
Role	Authorising Supplies and Service Order and Invoices	Purchase Cards	Bad Debt Write off
Cabinet Approval	Approval in accordance with the Constitution	New Purchase Cards must be approved by the Head of Service: Exchequer (or above) and the Senior Business Partner for Procurement (or above).	Individual debts over £5K
Chief Executive AND Deputy Chief Executive or S151 Officer	Over £10,000,000		Individual debts under £5K approved via Chief Officer DPR.
Two Chief Officers	£1,000,001 to £9,999,999	As Budget Managers will have approved the business case for the allocation of a card to a member of staff within their service, Budget Managers are responsible for the spend on p-cards.	
Director	£500,001 to £1,000,000		
Assistant Director	£214,905 to £500,000		
Head of Service	£214,904		
Team Manager	£25,000		

Virement Rules

Amendments to the revenue budget can only be made with approval as per the scheme of virement table below:

Virements for allocation from contingency for amounts up to and including £250,000 must be approved by the Chief Finance Officer
Virements for allocation from contingency for amounts over £250,000 must be approved by Cabinet
Virements within a service in a Directorate that do not alter the approved bottom line are approved by the Service Director of that Directorate.
Virements between services within the same Directorate (excluding contingency allocations) must be approved by the relevant Chief Officer of that Directorate.
Virements between different Directorates (excluding contingency allocations) up to £50,000 must be approved by the relevant Chief Officers of both Directorates.

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Virements between different Directorates (excluding contingency allocations) over £50,000 and up to and including £499,999 must be approved by the relevant Chief Officer(s) and Chief Finance Officer in consultation with the Leader and reported to the next meeting of Cabinet

Virements between different Directorates (excluding contingency allocations) over £500,000 and up to £25m must be approved by Cabinet.

Article 7 - Table of Chief Officers details which posts within the council are designated as Chief Officers.

No revenue virement is allowed between the following budgets without approval of Cabinet:

- Financing charges
- Rates and other taxes

Amendments to the capital budget can only be made with approval as per the table below:

Capital Virements

Cabinet approval is required for all capital budget and funding virements and yearly profile changes (slippage or accelerated spend) between

approved capital programmes i.e., as per the budget book. The report must show the proposed:

- i) Budget transfers between projects and by year;
- ii) Funding transfers between projects and by year; and
- iii) A summary based on a template approved by the Chief Finance Officer.

Cabinet approval is required for all capital additions to the capital programme. Cabinet may only approve additions up to £50M. Additions above this should be approved by Council. All Capital additions are reviewed by senior officers prior to being recommended for approval to Cabinet. Capital additions should also be included in the quarterly budget monitoring report to Cabinet for noting.

Funding substitutions in order to maximise funding are the responsibility of the Chief Finance Officer.