

Directorate scheme of delegation – Updated 13 August 2026

Directorate: Community Wellbeing Scheme of Delegation

The scheme of delegation is to be read in conjunction with relevant sections of the constitution including:

Part 3 – The functions scheme

Part 4 – Section 6 – the contract procedure rules

Part 4 – Section 7 – the financial procedure rules

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
Libraries and Archives				
1.	To provide a comprehensive and efficient library service, including provision of sufficient stock, cooperation with the other authorities, contribution to expenses of other library authorities.	Libraries and Archives Manager		O
2.	To exercise the powers under the Library Byelaws and Regulations including temporary closure of any Museums, Libraries or Archives sites and to allow the exclusion of service users.	Libraries and Archives Manager		O
3.	Agreeing and levying charges for the use of library, archives and museum facilities / services.	Libraries and Archives Manager		O
4.	Agree charging of overdue loans under Section 8 of the Public Libraries and Museums Act 1984.	Libraries and Archives Manager		O

¹ Say what the activity is that is being delegated and the source of the power eg decision to instigate care proceedings under s 31 of the Childrens Act 1989

² Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

³ Include any specific conditions or constraints which apply to the delegation eg requirement to first consult with xxx

⁴ Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

Directorate scheme of delegation – Updated 13 August 2026

5.	To implement the charging policy for services, including fines, hire charges and fees.	Libraries and Archives Manager		0
6.	To make provision for the lending of literacy, dramatic musical or artistic works to the public on payment under Section 66 of the Copyright, Designs and Patents Act 1988.	Libraries and Archives Manager, Senior Librarian		0
7.	To make and supply a copy of any article or published edition under Section 41 of the Copyright, Designs and Patents Act 1988 (provision copies to another library) or Section 42 (to preserve or replace an item).	Libraries and Archives Manager, Senior Librarian		0
8.	Permitting the use of library and museum premises for meetings etc. of a cultural nature under Section 20 of the Libraries and Museums Act 1964 or under Section 20 of the Public Libraries and Museums Act 1984, including the power to make charges.	Customer Services Supervisors, Library Supervisors, Senior Archivist		0
9.	To manage the social media accounts for libraries, museums and archives in accordance with communications protocols.	Libraries and Archives Manager, Senior Librarian, Librarians, Senior Archivist, Archivists	Members of staff of an appropriate level and who have received social media training may manage the accounts on behalf of the council	0
10.	To provide training and supervision for volunteers.	Senior Librarian, Librarians, Archivists, Collections Officers		0
11.	To work within the unreasonable behaviour policy to ban visits from sites.	Libraries and Archives Manager, Customer Services Supervisors, Library Supervisor		0
12.	Power to establishing a fund for purchase of objects for exhibition - Section 15 of the Public Libraries and Museum Act 1964 and the	Libraries and Archives Manager		0

Directorate scheme of delegation – Updated 13 August 2026

	collection of donations for care and display of collections.			
13.	Contribute in time or finance to voluntary organisations or parish councils in the operation of community libraries.	Senior Librarian, Librarians		0
Museums and Galleries				
13.a	To provide a comprehensive and efficient museum and gallery service under provisions of the Public Libraries and Museum Act 1964	Museum and Art Gallery Lead (or equivalent)		0
13.b	To make all day-to-day management decisions relating to the museum service	Museum and Art Gallery Lead (or equivalent)		0
13.c	To approve the acquisition, rationalisation and loan of objects to and from the museum collection	Museum and Art Gallery Lead (or equivalent),		0
13.d	To temporarily close museums sites and to allow the exclusion of service users.	Museum and Art Gallery Lead (or equivalent)		0
13.e	Agreeing and levying charges for the use of museum facilities / services.	Museum and Art Gallery Lead (or equivalent)		0
13.f	To implement the charging policy for services, including hire charges, fees and licences etc.	Museum and Art Gallery Lead (or equivalent)		0
13.g	To manage the social media account for the museum service in accordance with communications protocols.	Museum and Art Gallery Lead (or equivalent), Senior Curator, Senior Visitor Experience Officer	Members of staff of an appropriate level and who have received social media training may manage the accounts on behalf of the council	0
13.h	To provide training and supervision for volunteers.	Senior Curator, Senior Visitor Experience Officer, Collections and Engagement Curators, Learning Officer, Collections Information Officer, Project Coordinator		0

Directorate scheme of delegation – Updated 13 August 2026

13.I	To work within the unreasonable behaviour policy to temporarily ban users from sites.	Senior Curator, Senior Visitor Experience Officer		O
13.J	Power to establishing a fund for purchase of objects for exhibition - Section 15 of the Public Libraries and Museum Act 1964 and the collection of donations for care and display of collections.	Museum and Art Gallery Lead (or equivalent),		O
Social care operations				
14.	Undertake best interest assessments under the Deprivation of Liberty Safeguards, MCA 2005	Best interest assessors who have completed and passed an approved training course and are current in registration as per regulations		O
15.	Undertake Mental Health Assessor responsibilities under Deprivation of Liberty Safeguards, MCA 2005	Mental health assessors who have completed and passed an approved training course and are current in registration as per regulations		O
16.	Appoint a Relevant Person's Representative (RPR) under the Deprivation of Liberty Safeguards, MCA 2005	DoLS Authoriser will confirm on behalf of the Local authority who will be appointed as the (RPR)	DoLS authorisers will come from one of the following roles: • Director • Assistant Director • Head of Service • Service Manager • Locality Manger All DoLS authorisers require appropriate training that is provided locally and approved by Assistant Director of AWB Operations	O
17.	Make mandatory conditions for the Managing authority to meet as Part of an authorisation	The DoLS Authoriser will authorise any	As above	O

Directorate scheme of delegation – Updated 13 August 2026

	under The Deprivation of Liberty Safeguards, MCA 2005	conditions that must be met by the Managing authority within a Standard authorisation period under the Deprivation Of Liberty Safeguards		
18.	Authorise a Deprivation of Liberty Standard Authorisation under the Deprivation of Liberty Safeguards MCA 2005	The DoLS Authoriser will authorise any standard authorisation under DoLS where they think it is appropriate to do so	As above	O
19.	Instruct an Independent Mental Capacity Advocate (IMCA) under Section 39A of MCA 2005	Social care professionals		O
20.	Instruct an Independent Mental Capacity Advocate (IMCA) under Sections 39C or D of MCA 2005	DoLS Best Interest Assessors DoLS Senior management	A 39C IMCA will be instructed if there is temporarily no Relevant Persons Representative in place for a person who is subject to a standard authorisation under DoLS A 39D IMCA will be instructed if the Relevant Person's Representative requires assistance in undertaking their role as RPR.	O
21.	Extend the period of a 7 day Urgent authorisation the Deprivation of Liberty Safeguards MCA 2005 for a further period of 7 day	DoLS team manager Senior BIA		O
22.	Approach the court of Protection to ask it to rule in relation to a Deprivation of Liberty Safeguards Authorisation where there is a dispute regarding if it is appropriate.	Herefordshire Council solicitors	An approach to the Court of Protection where there is a DoLS is likely to take place where the person being deprived is objecting or there is an objection or dispute from or with the family of the person or other interested parties.	O

Directorate scheme of delegation – Updated 13 August 2026

23.	Approach the Court of Protection to ask it to rule in relation to a Deprivation of Liberty in a Community setting	Herefordshire Council solicitors	Applications to the court in these circumstances are likely to be made where a person is deprived of their liberty in settings such as supported living, or their own homes. For Young people aged 16 or 17 in any care setting whether it be a registered care home or a community setting an application to the court must be made.	O
24.	Undertake Mental Capacity Assessments and Best Interest decisions under the MCA 2005	Adult Social Care professionals		O
25.	Decision to instigate safeguarding concern under section 42 Care Act	Adult Social Care professionals		O
26.	Decision to instigate safeguarding enquiry under section 42 Care Act	Adult Social Care Practitioner above Senior Practitioner		O
27.	Determination of unmet need under the Care Act	Social Care professional		O
28.	Approval of care plans in Care Act assessments	Senior Practitioners and above		O
29.	Planned residential and nursing placement agreements	Social care service manager and above	All cases will be scrutinised by Quality Assurance Panel for quality and best value	O
30.	Emergency placement agreements for residential and nursing	Social care service manager and above	Temporary agreements only (maximum of 14 days)	O
31.	Undertake Mental Health Act assessments under the Mental Health Act 1983 (amended 2007)	An Approved Mental Health Professional (AMHP) who has completed and passed an approved training course and undertaken a minimum of 18 hours refresher training each year.		C
32.	Apply to the Magistrates Court for a section 135(1) warrant, MHA 1983.	An Approved Mental Health Professional		C

Directorate scheme of delegation – Updated 13 August 2026

		(AMHP) who has completed and passed an approved training course and undertaken a minimum of 18 hours refresher training each year.		
33.	Perform the function of a Social Supervisor.	AMHP, experienced senior Social Worker or a commissioned specialist service.	This is a specialist role for forensic restricted patients conditionally discharged in agreement with the Ministry of Justice under section 37/41.	C
34.	Authorise application under section 7 of the MHA for Guardianship.	Director of AWB Service Director - Adult Social Care and Housing		C
35.	Setting of charging policy for care. Sections 14,17, 69 and 70 of Care Act 2014	Cabinet		E
36.	Care and Support Charging Policy Financial Assessment Appeal	WFAT Team manager Senior team member (HC7 and above)	Decision to be made within 30 days of receipt. If appellant remains dissatisfied they can use the council complaints process	O
37.	Care and Support Charging Policy Financial Assessment 2 nd stage Appeal	Head of Service	To be dealt with in accordance with council complaints procedure.	O
38.	Care and Support charge Waivers These may be considered in exceptional circumstances	WFAT Team manager Senior team member (HC7 and above) Head of Service	Senior post in welfare and financial assessment team grade HC7 or above can approve discretionary waivers up to £1,000 for a period not exceeding 6 months. Head of Service can approve waivers up to £2,000 (subject to annual review). Waivers above this amount will require the approval of the Director of AWB and Finance Manager	O

Directorate scheme of delegation – Updated 13 August 2026

39.	Authorisation for Deferred payment agreements under sections 34-36 Care Act 2014	Director Of AWB Assistant Director AWB Cabinet Member AWB Head of Service AWB		C
40.	Deferred Payment Agreement (DPA) Appeal hearing and decision against refusal to award a DPA	Head of Service AWB Assistant Director AWB Director of AWB	The appeal must be dealt with by a head or service or above that was not involved in the original panel decision.	O
41.	Agree top-up payments for residential/nursing care in accordance with Care Act 2014 – Annex A – choice of accommodation and additional payments.	Head of Service AWB Assistant Director AWB Director of AWB		O
42.	Approval to suspend a direct payment where the terms of the direct payment agreement are not met or where there is suspected fraud.	Head of Service AWB Assistant Director AWB Director of AWB		O
43.	Approval of joint funded packages of care, including continuing health care and section 117 mental health aftercare services	Head of Service AWB Assistant Director AWB Director of AWB		O
44.	Approve direct payment agreements and suitable person agreements (where applicable)	Locality manager AWB operations		O
45.	Recall surplus funds from direct payment accounts	Locality manager AWB operations		O
Strategic Housing				
46.	Approval for the allocation of grant money to developers/ RSL's/ applicants	Director AWB		C
47.	Approval of grant monies	Director AWB		C

Directorate scheme of delegation – Updated 13 August 2026

48.	To negotiate/ renegotiate specialist accommodation on schemes with planning permission in lieu of a reduction in affordable housing	Housing Development Officer		O
49.	Approval of RSL grant funding for purchase and repairs of properties off the open market	Housing Development Officers		O
50.	To provide written comments/ bids to organisations such as CLG for requisition of grants	Strategic Wellbeing & Housing Manager		O
51.	Written consent to the RSL to allow for the disposal of their assets following investigation	Strategic Wellbeing & Housing Manager		O
52.	Written consent to the RSL for the disposal of their assets following investigation and ascertain the level of financial clawback to be returned to the Local Authority	Housing Development Officers		O
53.	Requisition of amendments to S106 agreements	Housing Development Officers	Request to be made to the planning department who then instruct the legal team	C
Public health				
54.	Exercising statutory function of Director of Public Health during periods of absence	Consultant in Public Health		E
55.	Ensure appropriate arrangements are in place to carry out the council's emergency planning functions in accordance with the Civil Contingences Act 2004	Chief Executive / Director of Public Health	In accordance with Finance Procedure rules and Contract Procedure Rules.	
Appointee and Deputy Service				
56.	Decision to initiate Court of Protection proceedings for the appointment of a deputy or the making of a one-off order Approval and sign-off of documentation relating to Court of Protection orders	Legal – Head of Legal Services / Heads of Law – delegated from the Solicitor to the Council under 2.10.8 regarding authorisation to issue, defend, settle or take	The Appointee and Deputy Team Leader must support the best interest decision-making process and ensure that less restrictive alternatives have been considered before proceedings are initiated.	O

Directorate scheme of delegation – Updated 13 August 2026

		part in ANY legal proceedings.		
57.	Subject to the above, the decision to refer a case to a panel deputy for consideration or appointment.	Head of Legal Services / Heads of Law	The Appointee and Deputy Team Leader must support the decision-making process. Formal Best interest decision needed setting out the basis and reasoning.	O
58.	Management of financial and property affairs for deputyship clients, including access to bank accounts, investments, pensions and welfare benefits, and completion of Office of the Public Guardian reporting requirements.	Appointee and Deputy Officer	Decisions must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client.	O
59.	Approval of Department for Work and Pensions appointee applications and related welfare benefit documentation.	Appointee and Deputy Officer	Decisions must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client.	O
60.	Approval of one-off decisions relating to the use, transfer, sale or disposal of assets held on behalf of an appointee or deputyship client – excluding sale of property – see point 8 below Less than £1,999.00 Between £2,000.00 – £9,999.00 Greater than £10,000.00	Appointee and Deputy Officer Appointee and Deputy Team Leader	Decisions must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client. Best interest decisions must be documented and submitted for sign-off. Where required, agreement must first be obtained from relevant parties in Adult Social Care, Legal and the community.	O

Directorate scheme of delegation – Updated 13 August 2026

		Head of Legal Services / Heads of Law Corporate Director Community Wellbeing (DASS)		
61.	Accumulation levels and complex interdependent decisions Less than £1,999.00 Between £2,000 - £9,999.00 Greater than £10,000.00	Appointee and Deputy Officer Appointee and Deputy Team Leader Head of Legal Services / Heads of Law Corporate Director Community Wellbeing (DASS)	Decisions must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client. Best interest decisions must be documented and submitted for sign-off. Where required, agreement must first be obtained from relevant parties in Adult Social Care, Legal and the community.	O
62.	Repayment of client debt and recovery of benefit overpayments	Appointee and Deputy Team Leader		O
63.	Approval of the transfer of an estate or assets held on behalf of an appointee or deputyship client.	Appointee and Deputy Team Leader	Grant of probate or indemnity form must be received prior to any transfer taking place following the death of a client. Any decisions to transfer funds must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client.	O

Directorate scheme of delegation – Updated 13 August 2026

	Approval of payment of funeral expenses from the estate of appointee or deputyship clients.	Appointee and Deputy Team Leader		O
64.	Authorisation and processing of payments from the community account on behalf of appointee or deputyship clients.	Appointee and Deputy Officer		O
65.	Approval of documentation relating to the sale of property held on behalf of an Appointee and Deputyship service client. Best interest decision Approval to proceed & submission of application to the Court of Protection if applicable Formal sign-off of sale	Appointee and Deputy Team Leader & social care practitioner Head of Legal Services / Heads of Law Corporate Director Community Wellbeing (DASS) If authorisation for sale is already permitted, then formal sign off by	If formal Court authority is not already permitted, permission must be obtained from the Court of Protection before any action is taken. Full detailed best interest decision is required.	O

Directorate scheme of delegation – Updated 13 August 2026

		the Corporate Director Community Wellbeing (DASS) to go ahead with sale If authorisation needed, as per point 1 above – then approval via Legal needed when making necessary order seeking authorisation.		
66.	Approval of house clearance or moving arrangements on behalf of a deputyship or appointee client.	Appointee and Deputy Officer Social care practitioner	Decisions must be made in accordance with the Mental Capacity Act 2005 and in the best interests of the client. Relevant parties must be consulted and agreement obtained on the management of house clearance or moving arrangements before action is taken.	O

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