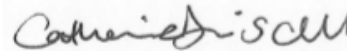




2017/18 Scheme of Delegation

Authorising Officer: **Catherine Driscoll**
**Director of Children, Families and
Communities**

Signature:



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ITEM	DELEGATION	NOTE
Child Protection		
Decision to initiate a Strategy discussion (Section 47)	Team Manager	
Decision to take no further action following investigation	Team Manager	
Decision to convene Child Protection Conference (CPC)	Team Manager	
Authority to delay CPC past 15 working days of the Strategy Discussion which initiates a S.47 Enquiry	Team Manager	Inform Group Manager and GM: Safeguarding & Quality
Decision for a child to have a Child Protection Plan	Decision at CP Conference	
Decision for a child to cease to have a Child Protection Plan	Decision at CP Conference	
Person Posing Risk to Children (PPRC) Receipt of a PPRC2 for Assessment or Information	Team Manager	Process is managed in accordance with the WSCB procedures and managed through the FFD for non open cases
<i>Court orders and proceedings (It is essential to act in conjunction with Legal Services. Any decisions relating to legal proceedings require agreement from the Head of Legal Services)</i>		
Decision to hold a Legal Planning Meeting	Group Manager	
Decision to commence care proceedings	Group Manager	
Decision to apply for care or supervision order	Group Manager	
Application for recovery order	Group Manager	
Decision to apply for an emergency protection order	Group Manager	
Decision to apply for an exclusion order	Group Manager	
Decision to apply for a child assessment order	Group Manager	
Decision to apply for discharge or variation of a care or supervision order	Group Manager	
Decision to refuse parental, etc, contact with a child in care for up to seven days in an emergency	Team Manager	To inform Group Manager in supervision
Decision to apply for an order refusing parental, etc, contact for a longer period of time	Group Manager	
To authorise legal services to settle a claim against the Local Authority out of court	Assistant Director	To consult with Director of CFC if likely to have PR, Political or other risk issues

ITEM	DELEGATION	NOTE
LOOKED AFTER CHILDREN		
Delegations are also given to a Provider Group Manager in the absence of the AD Provider Services, to a Safeguarding Group Manager in the absence of the AD Safeguarding Services. ADs are also able to act for each other in their absence.		
Placements and care planning		
Decision to bring a child into the LAC system	Group Manager	See the PALAC form at link
Agreement to Special Guardianship or Residence Order Support	Group Manager – Adoption and Specialist Support Services	
Decision on appeal against Special Guardianship or Residence Order Support decision	Assistant Director	
Placement with Parents	AD Safeguarding	PWP report to be completed by TM, approved by GM and sent to AD as part of the child's care planning process
Post-16 accommodation (Supported Lodgings/Supported Living)	Supported Living Panel, Placement and Resources Panel or Assistant Director	Refer to Terms of reference for Placement and Resources Panel
Staying Put Arrangements – conversion of Fostering to Staying Put	Group Manager responsible for Care Leavers or Placement and Resources Panel (or Assistant Director) if enhanced fee or costs	Refer to Terms of reference for Placement and Resources Panel
Post Order Allowances (Adoption Support Allowances)	Group Manager – Adoption and Specialist Support Services	All Post Order Allowances will, after the relevant financial assessment, be signed off and approved by Group Manager – Adoption and Specialist Support Services
IFA Placements	Group Manager if like for like or step down otherwise Placement and Resources Panel or Assistant Director	Refer to Terms of reference for Placement and Resources Panel
Agency Residential Placements	Placement and Resources Panel or Assistant Director	Refer to Terms of reference for Placement and Resources Panel
Secure Accommodation	Placement and Resources Panel or Assistant Director – Safeguarding	Refer to Terms of reference for Placement and Resources Panel

ITEM	DELEGATION	NOTE
Decision to extend period of accommodation (subject to items 7.4.5 – 7.4.10).	Placement and Resources Panel or Assistant Director	Refer to Terms of reference for Placement and Resources Panel
Permission for placement search	Within PALAC process	Refer to PALAC process and Terms of reference for Placement and Resources Panel
Signature of contract with independent sector provider once funding agreed <ul style="list-style-type: none"> • Pre-placement Agreement (PPA) • Individual Placement Agreement (IPA) 	Contracts Officer Group Manager	Terms on contract must be agreed before placement made using the PPA and IPA
Decision to remove a child from a placement which is not in line with the care plan for the child i.e. in an emergency / following allegations of concern re the child's welfare or significant harm in the placement	Group Manager	Allegations against the carers must be managed by the LADO Where any children are remaining in the placement AD to be notified Consultations must take place with IRO
Agreement to exceptional Special Guardianship or Residence Order payments beyond amount indicated by standard assessment	Group Manager- Adoption and Specialist Support Services In consultation with Assistant Director - Provider Service	
Decision to place 16+ in 72 hr safe base accommodation through Positive Pathway Route	Team Manager (HIT Team)	
Decision to place 16+ in 72 hr safe base accommodation in an emergency for a looked after child	Group Manager	
<p>Ceasing to look after a child Where a child has been looked-after for at least 20 working days,</p> <p>Where a young person is 16 or 17 years, and has been accommodated under section 20</p>	<p>Group Manager / Assistant Director</p> <p>Director of CFC</p>	<p>Completion of relevant form in consultation with IRO as part of the child's care planning process The AD / Director must be satisfied that:</p> <ul style="list-style-type: none"> • Child's wishes and feelings have been ascertained and given due consideration; • Decision to cease to look after the child will safeguard and promote their welfare; • The IRO has been informed; and • Where the child is an eligible child the appropriate requirements have been met

Residential Care		
Allocation of places in-house residential units	Registered Manager in consultation with Group Manager Residential Services	Decision to place rests with AD Provider Services In consultation with residential manager for matching purposes
ITEM	DELEGATION	NOTE
Decision to terminate in-house residential placement unit outside care plan	Registered Manager in consultation with Safeguarding Group Manager	Consultation with responsible IRO is also required
Foster Care		
Approval of foster carers and withdrawal of approval of foster carers	Fostering Agency Decision Maker	On recommendation of the Fostering Panel
Approval of long-term placement of a particular child with particular foster carers	Fostering Agency Decision Maker	On recommendation of the Fostering Panel
Movement of foster carers from existing agreed provider status (e.g. temporary) to different status (e.g. permanent)	Fostering Agency Decision Maker	On recommendation of the Fostering Panel
Appeal against decision of Foster Care Approval and Review Panel	Fostering Agency Decision Maker	On recommendation of the Fostering Panel
Decision to place child with connected person approved as a temporary foster carer under Regulation 24	Group Manager-Fostering & Kinship	Placement may only continue for 16 weeks – provision to extend by further 8 weeks under regulation 25
Decision to approve relative or friend as foster carer Reg 11 Fostering Regulations 2011 following assessment	Agency Decision Maker for Fostering- on recommendation of the Fostering Panel	
Exemption from “usual fostering limit” <ul style="list-style-type: none"> • in an emergency and out of hours • in an emergency during office hours • not in an emergency 	Emergency Duty Team Manager Group Manager- Fostering & Kinship Agency Decision Maker for Fostering- on recommendation of the Fostering Panel	Maximum seven day exemption <i>In all instances responsibility rests with the Fostering Agency Decision maker on recommendation from Fostering Panel and matter must be considered at next Panel date when interim authorisation given</i>

ITEM	DELEGATION	NOTE
Agreement to the placement of a child outside terms of approval (e.g. number or age of children) <ul style="list-style-type: none"> • in an emergency and out of hours • in an emergency during office hours 	Emergency Duty Team Manager Fostering Team Manager	
Approval of payment for damage to property not covered by the Council's insurance policy	Group Manager Fostering and Kinship	Refer as above - <i>Dependent upon service area</i> In consultation with legal services
Decision to authorise funding for adaptation to foster care home	Placement and Resources Panel – AD Provider Services	If professional services being used refer to C1A guidance at section 4.2.12
Continued payment of fee to short-term carer beyond two weeks of placement ending as a result of injury suffered by the carer as a result of fostering	Group Manager Fostering and Kinship	If professional services being used refer to C1A guidance at section 4.2.12
Agreement to a foster carer seeking leave to apply for a Residence order or Special Guardianship Order, when Local Authority consent required	Group Manager Fostering and Kinship	
Decision to prohibit a person from privately fostering children	Group Manager Fostering and Kinship	In conjunction with Legal Services
Consent to a person acting as a private foster carer who otherwise would be disqualified under "Disqualification for Caring for Children" regulations (1991)	Group Manager Fostering and Kinship	
Adoption		
Decision to pursue adoption as the plan for a child	Team Manager	Following Permanence Planning Guidance and Procedures recommendation by Chair of the Statutory Review
Decision to change plan from adoption to alternative long-term care	Group Manager & Statutory Review recommendation to Adoption Agency Decision Maker-Assistant Director Safeguarding	Following Permanence Planning Guidance and Procedures recommendation by Chair of the Statutory Review
Decision to present child to Agency Decision Maker	Team Manager	Following Permanence Planning Guidance and Procedures recommendation by Chair of the Statutory Review

ITEM	DELEGATION	NOTE
Decision to approve adoption as plan for a child	Adoption Agency Decision Maker	
Decision following recommendation from Adoption Panel on approval of adopters and proposed placements	Adoption Agency Decision Maker -on recommendation from Adoption Panel	
Agreement to inter-agency fee	Group Manager-Specialist Support Services - need to complete a CIA form	If professional services being used refer to C1A guidance at section 4.2.12
Agreement to Adoption Financial Support and to variation in following reassessment	Group Manager- Specialist Support Services - need to complete a CIA form	If professional services being used refer to C1A guidance at section 4.2.12
Decision on appeal against Adoption Financial Support decision	Assistant Director	
Looked after Children - General		
Decision to inform police that young person is missing from: <ul style="list-style-type: none"> Residential care Foster care 	Senior Officer on duty in residential unit Foster Carer/Social Worker	Refer to Children Missing from Home and Care Joint Protocol
Permission for looked after child to go abroad (other than emigration) including signing passports for children in care	Group Manager	Team Manager should prepare rationale to inform GM decision which must include any identified risks to the child and outcome of consultation with persons with parental responsibility
Decision to apply for court order concerning emigration of child in care	Assistant Director	Consult with persons with parental responsibility as appropriate
Giving permission for child in care to marry	Assistant Director	
Permission to join Armed Forces	Assistant Director	
Decision to use identifying material in publicity when seeking substitute family against parents' wishes	Group Manager	Consult with Legal Services
Authorisation of payments to young people in rented accommodation	Team Manager up to £1000 per transaction, £5,000 per child per annum Group Manager over £1000 per transaction; over £5,000 per child per annum.	If professional services being used refer to C1A guidance at section 4.2.12

ITEM	DELEGATION	NOTE
Authorisation of rent guarantee for young person looked after	Placement and Resources Panel but ultimate decision rests with Assistant Director	Refer to Terms of reference for Placement and Resources Panel
Authorisation of taxi transport to school for child looked after	Placement and Resources Panel but ultimate decision rests with Assistant Director	Refer to Terms of reference for Placement and Resources Panel If professional services being used refer to C1A guidance at section 4.2.12
Agreement to young person looked after staying overnight with persons other than those with parental responsibility	Residential worker/Foster Carer in conjunction with Social Worker	
Agreement to routine medical treatment and minor procedures: <ul style="list-style-type: none"> If child accommodated under S.20 If child subject to Care Order/Interim Care Order/Placement Order 	Parent Carer of the Child as delegated through consent to Medical Treatment Agreement	In conjunction with Legal Services Parents with Parental responsibility Consult with those with Parental Responsibility
Agreement to operations and other major treatments for: <ul style="list-style-type: none"> If child accommodated under S.20 If child subject to Care Order/Interim Care Order/Placement Order 	Persons with PR Group Manager to delegate to Team Manager as appropriate	Includes agreement to termination of pregnancy In consultation with those with parental responsibility, where practicable
Decision on appropriate investment of award from Criminal Injuries Compensation Authority for a child in care	Chief Financial Officer	In consultation with those with PR
Authorisation for flights to undertake statutory duties abroad	Chief Executive via Assistant Director	
Delegation of Authority to foster carers	Operational responsibility rests with social worker with management oversight by Team Manager.	Details found at https://www.gov.uk/government/publications/children-act-1989-care-planning-placement-and-case-review