

LONDON BOROUGH OF MERTON

CHILDREN'S SOCIAL CARE & YOUTH INCLUSION DIVISION

SCHEME OF DELEGATION February 2020

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Scheme of Delegation

Children’s Social Care

Key decisions Children’s Social Care takes in discharging its’ statutory social care duties are listed in the table below.

Managers designated with a specified area of responsibility are not permitted to delegate that responsibility further unless arrangements for their absence are expressly stated in this document.

The posts designated to hold specific areas of responsibility represent the lowest level at which that decision can be made. All managers above the specified manager are also permitted to make that decision.

Delegation of Agency Decision Maker (ADM) functions is not permitted and therefore multiple appointments to this role are made to ensure there is sufficient ADM capacity.

	Designated Managers with Specified Area of Responsibility	Post Title and Contact Details
1	<p>Agency Decision Maker (Adoption) The Agency Decision Maker who makes decisions on all adoption matters (some of which will be made on the basis of a recommendation of the Adoption Panel).</p>	<p>Post title: Assistant Director Children’s Social Care & YI; (Reserved to above post unless absent)</p> <p>Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development</p>
2	<p>Agency Decision Maker (Fostering) The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel).</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development</p>
3	<p>Designated Manager (Fostering & Permanency Panel Appointments) The manager who can authorise appointments to the Central List of Fostering & Permanency Panel members.</p>	<p>Post title: Assistant Director Children's Social Care & YI; (Reserved to above post unless absent)</p> <p>Head of Service Children in Care & Resources</p>
4	<p>Designated Manager (Adoption Support) The manager who can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.</p>	<p>Post title: Head of Service Children in Care & Resources Head of Service Quality Assurance & Professional Development</p>
5	<p>Designated Manager (Care Plans) The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>

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6	<p>Designated Manager (Care Proceedings) The manager who can authorise the initiating of Care Proceedings and other applications under the Children Act and Adoption Act.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
7	<p>Designated Manager (Change of Name) The manager who can authorise the change of name of a Looked After Child,</p> <ul style="list-style-type: none"> a. With the written agreement of all with PR; or b. By making an application to the Court. 	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
8	<p>Designated Manager (Contact with Parents) The manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
9	<p>Designated Manager (Death or Serious Injury to a Child) The senior manager who should be notified in the event of death or serious injury to a child.</p>	<p>Post title: Director Children's Services; Assistant Director Children's Social Care & YI; Assistant Director Education & Early Help; Lead Member for Children.</p> <p>Copies of notification sent to Head of Service Quality Assurance & Professional Development; Head of Service Policy, Performance & Partnerships and MSCP Business Manager</p>
10	<p>Designated Manager (Decision to Look After) The manager who can authorise a child becoming Looked After.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
11	<p>Designated Manager (Emergency Protection Orders) The manager who can authorise an application for an Emergency Protection Order.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
12	<p>Designated Manager (Emigration) The manager who can authorise the placement of a Looked after child outside England and Wales.</p>	<p>Post title: Director Children's Services</p>

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13	<p>Designated Manager (Exemptions and Extensions from Fostering Limit) The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Quality Assurance & Professional Development</p>
14	<p>Designated Manager (External Placements) The manager who can authorise placements of Looked After children with external providers of residential care or foster carers from an independent fostering agency.</p>	<p>Post title: Assistant Director Children's Social Care & YI <u>In absence of above:</u> Head of Service Children in Care & Resources; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
15	<p>Designated Manager (Leaving Care) The manager who can approve a Pathway Plan.</p>	<p>Post title: Team Managers</p>
16	<p>Designated Manager (Routine Medical Treatment) The manager who can authorise routine medical treatment for a Looked After child where the local authority have a court Order and hold Parental Responsibility.</p> <p>Routine means immunisations; dental treatment; blood tests; GP appointments and treatments; hospital treatment for minor conditions or common childhood injuries i.e. broken wrist; cuts requiring stitches using local anaesthetic.</p> <p>A parents' consent should always be sought in the first instance.</p>	<p>Post Title: Team Managers</p>
17	<p>Designated Manager (Invasive Medical Treatment) The manager who can authorise invasive medical treatment for a Looked After child where the local authority have a court Order and hold Parental Responsibility.</p> <p>Invasive means surgery; a procedure requiring a general anaesthetic; internal examinations</p> <p>A parents' consent should always be sought in the first instance.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Adolescent & Family Service</p>
18	<p>Designated Manager (High Risk Medical Treatment) The manager who can authorise high risk medical treatment for any child looked after by the Council in respect of whom, for these purposes, the Council holds parental duties and responsibilities.</p>	<p>Post Title: Assistant Director Children's Social Care & YI</p>

	<p>High risk means medical termination of pregnancy; high risk surgery where long-term impairment of function is a likely possibility.</p> <p>A parents’ consent should always be sought in the first instance.</p>	
19	<p>Designated Manager (Marriage) The manager who can authorise the marriage of a Looked After child where the local authority have a court Order and hold Parental Responsibility.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Adolescent & Family Service</p>
20	<p>Designated Manager (Notifications) Where a Looked After Child from another local authority has been placed in the area, the manager to whom the notification should be sent.</p>	<p>Post title: MASH Team Manager</p>
21	<p>Designated Manager (Passports) The manager who can authorise a passport application for a Looked After child where the local authority have a court Order and hold Parental Responsibility.</p>	<p>Post title: Team Manager</p>
22	<p>Designated Manager (Holidays & School Trips UK) The manager who can authorise a Looked After Child participating in a holiday or school trip within the UK</p>	<p>Post title: Team Manager</p>
23	<p>Designated Manager (Holidays & School Trips Outside the UK) The manager who can authorise a Looked After Child participating in a holiday or school trip outside of the UK.</p> <p>Note: Children looked after where the local authority hold a court Order and Parental Responsibility are permitted to leave the UK for a maximum of 28 days</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Adolescent & Family Service</p>
24	<p>Designated Manager (Placement Orders) The manager who can authorise an application for a Placement Order.</p>	<p>Post title: Assistant Director Children’s Social Care & YI <u>In the absence of above:</u> Head of Service Children in Care & Resources Head of Service Quality Assurance & Professional Development Head of Service Safeguarding & Care Planning;</p>
25	<p>Designated Manager (Private Fostering) The manager who can approve assessments of private foster carers, impose requirements on</p>	<p>Post title: Team Manager</p>

	private foster carers or decide to prohibit someone from acting as a private foster carer.	
26	<p>Designated Manager (Secure Accommodation) The manager who can authorise:</p> <ul style="list-style-type: none"> a. A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or b. An application (to the Secretary of State) for a child under the age of 13; c. An application for a Secure Accommodation Order. 	<p>Post title:</p> <ul style="list-style-type: none"> a. Director of Children’s Services; b. Director Children’s Services or in their absence Assistant Director of Social Care & YI; c. Assistant Director Children’s Social Care & YI who will discuss with Director Children’s Services
27	<p>Designated Manager (Special Guardianship) The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service Quality Assurance & Professional Development</p>
28	<p>Designated Manager (Special Guardianship Support) The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.</p>	<p>Post title: Assistant Director Children’s Social Care & YI; Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning</p>
29	<p>Nominated Officer (Ceasing to look after a child under 16 years old who has been looked after under Section 20 Children Act 1989)</p>	<p>Post title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
30	<p>Nominated Officer (Ceasing to look after a child 16 or 17 years old who has been looked after under Section 20 Children Act 1989)</p>	<p>Post title: Director of Children’s Services</p>
31	<p>Nominated Officer (Disruption of Education) The manager who can authorise the change of placement affecting a Looked After child in Key Stage 4.</p>	<p>Post title: Head of Service consulting with the Head of the Virtual School</p>
32	<p>Nominated Officer (Fostering for Adoption) The person who can authorise Fostering for Adoption.</p>	<p>Post title: Assistant Director Children’s Social Care & YI# <u>In absence of above:</u> Head of Service Children in Care & Resources; Head of Service Quality Assurance & Professional Development</p>
33	<p>Nominated Officer (Out of Area Placements in a Neighbouring Borough) The manager who can authorise the placement of a Looked After child outside the area of the local authority where their placement will be in an adjoining neighbouring borough or local authority.</p>	<p>Post title: Assistant Director Children’s Social Care & YI</p>

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<p>34</p>	<p>Nominated Officer (Out of Area Placements beyond Neighbouring Boroughs) The manager who can authorise the placement of a Looked After child outside the area of the local authority and its' adjoining neighbouring authorities.</p>	<p>Post title: Director of Children's Services</p>
<p>35</p>	<p>Nominated Officer (Immediate Placement of a Looked After Child with Connected Person) The manager who can authorise the placement of a Looked After child with a family or friend ('Connected Person') who is not already approved as a foster carer.</p>	<p>Post title: Assistant Director Children's Social Care & YI; <u>In absence of above:</u> Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
<p>36</p>	<p>Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents) The manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility or person who held a Residence Order/Child Arrangements Order specifying with whom the child was to reside immediately before the Care Order.</p>	<p>Post title: Assistant Director Children's Social Care & YI <u>In absence of above:</u> Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>
<p>37</p>	<p>Nominated Officer (Determination of Allowances) The manager who can determine allowances under the Residence / Child Arrangement Order and Adoption / Special Guardianship Allowances Scheme and to approve revisions to the level of such allowances from time to time as required by the agency's procedures.</p>	<p>Post Title: Assistant Director Children's Social Care & YI</p>
<p>38</p>	<p>Nominated Officer (Acquisition of Legal Interest) The manager who can agree terms for the acquisition of legal interests in properties on behalf of children for whom the Council has responsibility pursuant to the Children (Leaving Care) Act 2000 as amended.</p>	<p>Post Title: Head of Service Children in Care & Resources; Head of Service Safeguarding & Care Planning; Head of Service MASH & First Response; Head of Service Quality Assurance & Professional Development Head of Service Adolescent & Family Services</p>