

## **Scheme of Delegations**

"If in doubt, consult"

"If you don't know ask"

<b>Responsibility</b>	<b>Proposed Role</b>
<b>Legal Orders and Accommodating children and young people</b>	
Permission for 72 hour rule to be applied Welfare Secure	Assistant Director
Application to Court for a Secure Order	Assistant Director / Head of Service
Section 20	Head of Service
Application for Emergency Protection Order	Head of Service
Initiation of Care Proceedings	Head of Service
Emergency placement of child subject to Interim/ Final Care Order with family or friends carers (Regulation 38 Placements)	Head of Service
Placing child already subject to Interim/ Final Care Order under PWP	Head of Service
Placement with Parents Regulations	Head of Service
Approval for use of agency placements (residential)	Head of Service
Approval for use of Agency placements (foster)	Head of Service
Approval for Mother and baby placements	Head of Service
Approval of prospective adopters/match of child	Adoption Panel
<b>Media and Communication</b>	
Media release on missing child	Head of Service
Child on a child protection plan missing - media release	Head of Service
Correspondence to and from Members of Parliament.	Head of Service –

	Approved By Assistant Director
Correspondence to and from Elected Members of the City Council	Head of Service – Approved by Assistant Director
<b>Child Care Decision Making</b>	
Acceptance of referral	Team Manager
Decision to dispense with consent	Team Manager
Decision to undertake Children's Social Care Assessment	Team Manager
Approval of Children's Social Care Assessment completed	Team Manager
Consult with police	Team Manager
Commence Section 47 enquiries	Team Manager
Decision to convene Child Protection conference	Team Manager
Approve Child's Plan (LAC Care Plan, CP Plan, CIN Plan)	Team Manager
Chair child protection conference	IRO
Reduction of visiting requirement to child on CP Plan	Group Manager
Reduction of visiting requirement to child on CP Plan	Group Manager
Decision on outcome of police check, i.e. whether the information relating to any convictions affects decision to place a child	GM, with reference to Head of Service
Transfer or acceptance of case to/from another local authority	Team Manager
Case closure	Team Manager
Chairing of secure accommodation review	Head of Service
Rehabilitation of a child whose name is on Child Protection Plan: a. Accommodated (Sec 20) b. Subject of Care Order (Placement with Parent Regulations apply)	Head of Service Head of Service
Variation of visiting requirement to child on CP Plan	Group Manager
Variation of visiting requirement to Looked After Child	Group Manager
Disclosure of convictions to a third party	Group Manager
Approval of foster carers and terms of approval	ADM following –

	panel recommendation
Temporary Approval of registration of connected persons to care	Agency Decision Maker/HOS Resources
For children/young people Placement move approval	Team Manager / consult GM
Approval of Viability Assessments	HOS/LGP
Extension of temporary approval in exceptional Circumstances from 16-24 weeks	HOS in consultation GM
Approval of supported lodging	Supported Lodgings Panel
Appointment of Foster Panel members	Group Manager
Approval of suitability of private foster carers	Group Manager
Decision to apply prohibitions or requirements on private foster carers	Group Manager
Best Interests decision on Adoption as care plan Adoption Panel	Head of Service
Approval of prospective adoptive parents, and match of child/prospective adoptive family	Head of Service
Adoption Panel recommendation.	Group Manager / Chair
Appointment/cessation of members of Adoption Panel	Group Manager Adoption
Permanence Panel – ratify at 2 <sup>nd</sup> review	Head of Service
Edge of care Panel – service and accommodation	Head of Service
Legal gateway Panel - PLO/Proceedings/Accommodation	Head of Service
Application of Criminal Compensation Injuries Board	Group Manager
Informing other LA child placed/leaving their area	Social Worker
Care plans – CIN/CP and CLA (including adoption	Team Manager
Best Interest child decision – Adoption	ADM
<b>Consent to the Following for Children Subject to Care Orders:</b>	
Marriage	Assistant Director

Name Change	Assistant Director
Dental Treatment (routine/local anaesthetic)	Team Manager
Dental Treatment(general anaesthetic / tooth extraction)	Group Manager
Surgical operations major surgery and minor surgery	Head of Service
Immunisations	Social Worker
Medical Treatments(minor surgery / local anaesthetic)	Team Manager
Medical Treatments (major surgery / general anaesthetic)	Group Manager / consult HOS
Contraception	Team Manager / consult GM
Terminations	Head of Service / consult AD
Emergency Treatment	Foster/Resi-Care r/ EDT
Testing Children for Blood Borne Viruses i.e. Hepatitis C & B & HIV	Head of Service
Issue of passports	Team Manager
Entry to force	Assistant Director
Holidays abroad	Group Manager
Working abroad	Assistant Director
Emigration	Head of Service
Burial / cremation of child in Local Authority care	Assistant Director
<b>Children with Disability – Car Badges</b>	
a. Where criteria met;	Team Manager
b. Refusal to issue badge or withdrawal of badge;	Group Manager
c. Consideration of appeal against refusal to issue badge or withdrawal of badge	Social Worker
<b>Financial</b>	

Section 17 payments – one off    below £100	Team Manager
Assistance with Legal Fees including CAO	Head of Service
Giving of rent and damage guarantees or bonds:	
a. up to £650	Group Manager
b. in excess of £650	Head of Service
Special Guardian Payments in accordance with policy	Group Manager
Day care nursery costs::	
a. up to 5 session	Team Manager
b. over 5 sessions	Group Manager
Home care provision (including skips):	
a. one off up to 4 hours	Social Worker
b. over 4 hours	Team Manager
c. ongoing commitment	Group Manager
Payments for food/holiday/outings:	
a. up to £100	Team Manager
b. over £100	Group Manager
Payments for bus fares to travel to contact	Team Manager
<b>Looked After Children Payments</b>	
Day Care / Nursery Placements costs	Team Manager
Independent assessments	Group Manager
Payments to enable Persons who Pose a Risk to Children to reside outside the family home	Group Manager – approval HOS
Use of agency placement (fostering or residential) to accommodate child	Head of Service
Payment of setting up home cost:	
a. up to £300	Team Manager
b. up to £1,500	Group Manager
c. over £1,500	Head of Service

Adoption Support payments:	HOS and ADM
Payment of legal expenses in contested adoption cases:	
a. up to £650	Group Manager
b. above £650	Head of Service
Settling in grant or allowance under S 23 of Children Act to child placed for adoption	Team Manager
Referral to BAAF / Be my Parent and Inter Agency Adoption fees	Team Manager
<b>Fostering Allowances</b>	
Payment at basic scale rates;	Fostering TM
Cost of educational outings;	Fostering TM
Clothing;	Fostering TM
Assistance with travel costs;	Fostering TM
Payments in relation to Leaving Care arrangements;	Group Manager
Assistance with property conversions / re-housing;	HOS- Approval A. Director
Assistance with setting up costs:	
a. Up to £300	Team Manager
b. Up to £1000	Group Manager
c. Over £1000	Head of Service
Provision of lease vehicle to foster carers;	Head of Service
Assistance with Domestic Help	Fostering Manager
<b>Extraordinary Foster Care Allowances within approved budgets</b>	
Holiday and birthday allowances;	Fostering TM
Christmas (or other religious festivals) allowances;	Fostering TM
School holidays and excursions;	Fostering TM

Tuition and special activity fees;	Fostering TM
Personal items;	Fostering TM
Mileage costs;	Fostering TM
Emergency payment.	Fostering TM
<b>Leaving Care</b>	
Incentive payments for participation in education or training;	Team Manager
University or further education payments;	
a. Up to £300	Team Manager
b. Up to £650	Group Manager
c. Over £650	Head of Service
Accommodation Costs	As above
Approval for use of Bed and Breakfast;	As above
Setting up home costs;	As above
Family contact costs;	As above
Emergency payments;	As above
Holidays;	As above
Equipment for education, training or employment;	As above
Birthdays and significant events;	Team Manager
Health needs	Team Manager
Procurement of external agency:	
a. Fostering Placement	Complex Care Panel / Head of Service
b. Residential Placement	Assistant Director

