

# LONDON BOROUGH OF MERTON

## CHILDREN'S SOCIAL CARE & YOUTH INCLUSION DIVISION

### SCHEME OF DELEGATION January 2022

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## Scheme of Delegation

### Children’s Social Care

Key decisions taken by Children’s Social Care to discharge 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><b>Agency Decision Maker (Adoption)</b> 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><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
2	<p><b>Agency Decision Maker (Fostering)</b> The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel).</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding; Service Manager Resources (Corporate Parenting Service)</p>
3	<p><b>Designated Manager (Fostering &amp; Permanency Panel Appointments)</b> The manager who can authorise appointments to the Central List of Fostering &amp; Permanency Panel members.</p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting</p>
4	<p><b>Designated Manager (Adoption Support)</b> 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><b>Post title:</b> Head of Service Corporate Parenting Head of Service Adolescence &amp; Safeguarding</p>

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5	<p><b>Designated Manager (Care Plans)</b> The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
6	<p><b>Designated Manager (Care Proceedings)</b> The manager who can authorise the initiating of Care Proceedings and other applications under the Children Act and Adoption Act.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
7	<p><b>Designated Manager (Change of Name)</b> The manager who can authorise the change of name of a Looked After Child,</p> <ul style="list-style-type: none"> <li>a. With the written agreement of all with PR; or</li> <li>b. By making an application to the Court.</li> </ul>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
8	<p><b>Designated Manager (Contact with Parents)</b> 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><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding; Children’s Social Care Service Managers</p>
9	<p><b>Designated Manager (Death or Serious Injury to a Child)</b> The senior manager who should be notified in the event of death or serious injury to a child.</p>	<p><b>Post title:</b> Director Children’s Services; Assistant Director Children’s Social Care &amp; YI; Assistant Director Education &amp; Early Help; Lead Member for Children.</p> <p>Copies of notification sent to Head of Service Adolescence &amp; Safeguarding; Head of Service Family Support &amp; Safeguarding; Performance, Improvements &amp; Partnerships and MSCP Business Manager (Improvements &amp; Partnerships Manager)</p>
10	<p><b>Designated Manager (Decision to Look After)</b> The manager who can authorise a child becoming Looked After.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
11	<p><b>Designated Manager (Emergency Protection Orders)</b> The manager who can authorise an application for an Emergency Protection Order.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>

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12	<p><b>Designated Manager (Emigration)</b> The manager who can authorise the placement of a Looked after child outside England and Wales.</p>	<p><b>Post title:</b> Director Children's Services</p> <p><u>In absence of above:</u> Assistant Director Children's Social Care &amp; YI</p>
13	<p><b>Designated Manager (Exemptions and Extensions from Fostering Limit)</b> The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting</p> <p><u>In absence of above:</u> Assistant Director Children's Social Care &amp; YI</p>
14	<p><b>Designated Manager (External Placements)</b> 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><b>Post title:</b> <b><u>For residential placements, the following:</u></b> Assistant Director Children's Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p> <p><b><u>For IFAs, the following:</u></b> Head of Service Corporate Parenting; Service Manager Resources (Corporate Parenting Service)</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
15	<p><b>Designated Manager (Leaving Care)</b> The manager who can approve a Pathway Plan.</p>	<p><b>Post title:</b> Team Managers</p>
16	<p><b>Designated Manager (Routine Medical Treatment)</b> 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><b>A parents' consent should always be sought in the first instance.</b></p>	<p><b>Post Title:</b> Team Managers</p>

<p>17</p>	<p><b>Designated Manager (Invasive Medical Treatment)</b>                  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><b>A parents’ consent should always be sought in the first instance.</b></p>	<p><b>Post title:</b>                  Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment;                  Head of Service Adolescence &amp; Safeguarding</p>
<p>18</p>	<p><b>Designated Manager (High Risk Medical Treatment)</b>                  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>High risk means medical termination of pregnancy; high risk surgery where long-term impairment of function is a likely possibility.</p> <p><b>A parents’ consent should always be sought in the first instance.</b></p>	<p><b>Post Title:</b>                  Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u>                  Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment;                  Head of Service Adolescence &amp; Safeguarding</p>
<p>19</p>	<p><b>Designated Manager (Marriage)</b>                  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><b>Post title:</b>                  Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment;                  Head of Service Adolescence &amp; Safeguarding</p>
<p>20</p>	<p><b>Designated Manager (Notifications)</b>                  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><b>Post title:</b>                  Integrated Front Door Team Manager</p>
<p>21</p>	<p><b>Designated Manager (Passports)</b>                  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><b>Post title:</b>                  Team Manager</p>
<p>22</p>	<p><b>Designated Manager (Holidays &amp; School Trips UK)</b>                  The manager who can authorise a Looked After Child participating in a holiday or school trip within the UK</p>	<p><b>Post title:</b>                  Team Manager</p>

23	<p><b>Designated Manager (Holidays &amp; School Trips Outside the UK)</b> The manager who can authorise a Looked After Child participating in a holiday or school trip outside of the UK.</p> <p><b>Note:</b> 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><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
24	<p><b>Designated Manager (Placement Orders)</b> The manager who can authorise an application for a Placement Order.</p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Adolescence &amp; Safeguarding</p>
25	<p><b>Designated Manager (Private Fostering)</b> The manager who can approve assessments of private foster carers, impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer.</p>	<p><b>Post title:</b> Team Manager</p>
26	<p><b>Designated Manager (Secure Accommodation)</b> The manager who can authorise:</p> <ul style="list-style-type: none"> <li>a. A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or</li> <li>b. An application (to the Secretary of State) for a child under the age of 13;</li> <li>c. An application for a Secure Accommodation Order.</li> </ul>	<p><b>Post title:</b></p> <ul style="list-style-type: none"> <li>a. Director of Children’s Services; or in their absence Assistant Director of Social Care &amp; YI</li> <li>b. Director Children’s Services or in their absence Assistant Director of Social Care &amp; YI;</li> <li>c. Assistant Director Children’s Social Care &amp; YI who will discuss with Director Children’s Services</li> </ul>
27	<p><b>Designated Manager (Special Guardianship)</b> The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.</p>	<p><b>Post title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Adolescence &amp; Safeguarding</p>
28	<p><b>Designated Manager (Special Guardianship Support)</b> The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.</p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI; Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding</p>

29	<p><b>Nominated Officer (Ceasing to look after a child under 16 years old who has been looked after under Section 20 Children Act 1989)</b></p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI; <b>or</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p> <p><u>For independence, nominated Head of Service should not be the head of service for the operational team allocated to the child.</u></p>
30	<p><b>Nominated Officer (Ceasing to look after a child 16 or 17 years old who has been looked after under Section 20 Children Act 1989)</b></p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI;</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
31	<p><b>Nominated Officer (Disruption of Education)</b> The manager who can authorise the change of placement affecting a Looked After child in Key Stage 4.</p>	<p><b>Post title:</b> Service Manager consulting with the Head of the Virtual School</p>
32	<p><b>Nominated Officer (Fostering for Adoption)</b> The person who can authorise Fostering for Adoption.</p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI;</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Adolescence &amp; Safeguarding</p>
33	<p><b>Nominated Officer (Out of Area Placements in a Neighbouring Borough)</b> 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 (excludes placements with in-house foster carers where additional approval is not required).</p>	<p><b>Post title:</b> Service Manager Resources (Corporate Parenting Service)</p> <p><u>In absence of above:</u> Children’s Social Care Service Manager</p>
34	<p><b>Nominated Officer (Out of Area Placements beyond Neighbouring Boroughs)</b> The manager who can authorise the placement of a Looked After child outside the area of the local authority and its’ adjoining neighbouring authorities (excludes placements with the parent, a connected person or a foster carer approved by Merton).</p>	<p><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI;</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>

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<p>35</p>	<p><b>Nominated Officer (Immediate Placement of a Looked After Child with Connected Person)</b> 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><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI;</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
<p>36</p>	<p><b>Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents)</b> 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><b>Post title:</b> Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
<p>37</p>	<p><b>Nominated Officer (Determination of Allowances)</b> 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><b>Post Title:</b> Assistant Director Children’s Social Care &amp; YI</p> <p><u>In absence of above:</u> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>
<p>38</p>	<p><b>Nominated Officer (Acquisition of Legal Interest)</b> 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><b>Post Title:</b> Head of Service Corporate Parenting; Head of Service Family Support &amp; Safeguarding; Head of Service Help &amp; Family Assessment; Head of Service Adolescence &amp; Safeguarding</p>