# Portsmouth Children and Families Services

# Scheme of Delegation - April 2023

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| 1. | All children: decision to apply for an EPO | Head of Service with sign off by Deputy Director |
| 2. | All children: decision to instigate Care Proceedings  | Head of Service with sign off by Deputy Director |
| 3. | All children: decision to accommodate a child | Head of Service with sign off by Deputy Director |
| 4. | Decision to initiate and cease pre proceedings PLO | Head of Service with sign off by Deputy Director |
| 5. | Care leavers: approval of request for financial assistance under Children (Leaving Care) Act 2000 | Head of Service or delegated to Service Leader with budget responsibility  |
| 6. | Children with Disabilities: agreement to funding complex care packages in the community | Head of Service |
| 7. | Children in need: decision not to accommodate a child | Service Leader  |
| 8. | Child on Care Order/ICO: consent to immunisation/vaccination  | Head of Service (where the birth parent/person with PR is unable or unwilling to consent) |
| 9. | Child on Care Order/ICO: consent to emergency treatments/surgery | Head of Service (where the birth parent/person with PR is unable or unwilling to consent) |
| 10. | Child on Care Order/ICO: consent to contraceptive treatments.  | Service Leader (where the birth parent/person with PR is unable or unwilling to consent) |
| 11. | Child on Care Order/ICO: consent to termination of pregnancy  | Deputy Director Children and Families Services  |
| 12. | Child on Care Order/ICO: signing a passport application  | Head of Service |
| 13. | Child on Care Order/ICO: consent to join Armed Forces | Deputy Director Children and Families Services |
| 14. | Child on Care Order/ICO: authority to place a child on a care order/ICO with birth parent (s) or with person who has Parental Responsibility  | Deputy Director Children and Families Services |
| 15. | Child on Care Order/ICO: payment of expenses under Care Planning and Review Regulations 2010 | Service Leader |
| 16. | Child on Care Order/ICO: decision to apply for discharge of care order | Head of Service |
| 17. | Child looked after under S20: decision to override parental objection to case work decision (e.g. to give permission for an overnight stay) | Deputy Director |
| 18. | Child looked after under S20: signing consent forms in the absence of the person (s) with PR (e.g. LAC medical cards for UASC) |  Service Leader |
| 19. | Children's homes: agreement to placing a child outside of the home's Statement of Purpose | Deputy Director Children and Families Services/Registered Individual |
| 20. | Children's Homes: notification of significant events to Ofsted | Registered Manager |
| 21. | Contact: agreement to suspend contact (child on a Care Order Section 34(6) Children Act 1989) | Deputy Direct Children and Families Services |
| 22. | Foster care and Adoption: decision to continue assessment where DBS checks are positive | Deputy Director Children and Families Services |
| 23. | Foster care exemptions: within approved maximum numbers |  Head of Service, Fostering |
| 24. | Foster care exemptions: in excess of approved maximum numbers  | Agency Decision Maker of the local authority in which the foster carer resides. In Portsmouth it would be Head Looked After Children Service |
| 25. | Fostering Allowances (see circular): authority to agree to payments - within the scales | Service Leader |
| 26. | Fostering Allowances (see circular): authority to agree to payments - outside the scales | Head of Service |
| 27. | Looked After Children: decision to discharge a child who is accommodated under S20 (under 16 years) | Head of Service |
| 28. | Looked After Children: decision to discharge a child who is accommodated under S20 aged 16/17 years | Deputy Director Children and Families |
| 29. | Looked after Children: authorising a trip abroad for a looked after child in school holidays | Service Leader. |
| 30. | Looked after Children: permission for a looked after child to take on holiday during term time.  | Deputy Director Children and Families Services & Virtual School Head Teacher |
| 31. | Looked after Children: supplementation of income of young person in care in receipt of state benefits or wages.  | Head of Service |
| 32. | Looked after Children: permission for school trips (day trips) | As determined in placement plan (e.g. Service Leader, through care team, registered manager or foster carer).  |
| 33. | Looked after children: decision to change a placement | Head of Service  |
| 34. | Looked after children: agreement to placement with a connected person under Regulation 24/25, Care Planning Regs 2010.  | Head of Service |
| 35. | Looked after Children: Placement with an Independent Provider.  | Deputy Director Children and Families |
| 36. | Looked after Children: Placement outside Portsmouth City Council area (except where the placement is with parents or with LA foster parent who is either a connected person or is approved as an in-house foster carer) | Deputy Director Children and Families |
| 37. | Looked after Children: agreement to change of placement at Key Stage 4 | Head of Service with Virtual School Head |
| 38. | Looked after Children: Decision not to release sensitive information to carers | Head of Service |
| 39. | Missing children (LAC) - decision to use publicity | Deputy Director Children and Families Services |
| 40. | Privately fostered child: agreement following assessment re: the suitability of the Private Fostering Agreement.  | Head of Service |
| 41. | Section 17 payments: approval of payments up to £100 per family per annum | Team Leader |
| 42. | Section 17 Payments: approval of payments up to £1000 per family per annum and £500 per transaction | Service Leader |
| 43. | Section 17: Approval of payments over £1000 per family per annum but up to £5000 | Head of Service |
| 44. | Cash Personal Allowance payments up to the agreed weekly allowance | Team Leader |
| 45. | Cash Section 17 payments up to £50 | Team Leader  |
| 46. | Secure accommodation | Director Children and Families Services |
| 47. | Decision DBS positive | Deputy Director Children and Families Services |
| 48. | Any payment over £5000  | Deputy Director Children and Families Services |