**Scheme of Delegation**

**West Sussex**

**Children Young People and Learning**



# Introduction

The Scheme of Delegation sets out the schedule of delegated responsibilities for core activities within the Children, Young People and Learning (CYPL) Directorate for West Sussex County Council, that require a decision being made in order to progress an activity or plan.

The Scheme of Delegation is based on West Sussex CYPL line management arrangements. These arrangements provide a process for consultation, advice and support regarding decision making, as well as a process for escalation.

The Scheme of Delegation identifies all those who have delegated authority to make decisions. The Scheme of Delegation is divided into three sections:

* Child Protection
* Children We Care For/Adoption/Connected Persons
* Financial Scheme of Delegation for officers

For each decision, those with delegated responsibility are identified and, where relevant, additional information is provided on others who may be involved or the procedural guidance that should be referred to. It is important to remember that decision making is a core aspect of management responsibility and as such an accountable activity.

For Children We Care For and where decision making is appropriately delegated, in line with this document, their individual care plan takes precedence. A delegated authority document is completed as part of their care plan and relates to the day-to-day decision making for a child as agreed with their parents/carers. It is different for each child, so must be specifically consulted.

The appropriate distribution of decision-making powers is likely to change over time, as the child matures, and circumstances change. The Placement Plan forms a part of the child's overall Care Plan. Decisions about delegation of authority should be considered at each review of the Care Plan.

Decisions in respect of children who are the subject of Court Proceedings (Civil or Criminal) are not delegated within the department as they remain within the jurisdiction of the Court.

**Recording decisions**

All the decisions set out in this procedure when taken with respect to a child or young person must be recorded on Mosaic by the person who is making the decision together with a concise statement explaining or accounting for the decision.

The record should be clear for the social worker, the manager, any external inspector, and particularly for the young person or parent who may read it:

* what the decision was,
* who took it,
* when it was taken, and
* why it was taken.

Minutes of all relevant meetings where a child has an Case Review Officer (CRO) should be copied to the CRO.

**Out of Hours decision making in respect of specific incidences**

All decisions to accommodate must be reviewed and considered the next working day by the Assistant Director for Corporate Parenting Children’s Services and the Assistant Director for Early Help and Children’s Social Care.

This is to ensure that there is senior oversight of children and young people who will have entered our care in an unplanned way and for whom additional care must and will be taken. These discussions should be recorded on the child’s case file.

Out of Hours Manager should refer to on-call Assistant Director who will alert the DCS immediately of:

1. A death/serious injury of child subject to Child Protection Plan or in care.

2. Any application for a 72-hour secure order.

3. Any situation which may result in publicity/reputational risk for the council

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| **Decision Maker – Child Protection** | |  |  |  |  |  |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| The senior manager who should be notified in the event of a death or a serious injury to a child. | √ | √ | √ |  |  | The Head of Safeguarding would also need to be notified. Refer to [**Pan Sussex Child Death Review Practice Guidance**](https://sussexchildprotection.procedures.org.uk/yykyqpo/child-death/sussex-child-death-review-practice-guidance) and  [**Need to Know Protocol**](https://proceduresonline.com/trixcms1/media/10285/need-to-know-procedure-final-version-jan21.pdf) |
| **Referral and Assessment** | |  |  |  |  |  |
| Determine whether contact constitutes a referral |  |  |  |  | √ |  |
| Deal with inter-agency disagreement about referral |  |  | √ | √ | √ |  |
| “One-off” provision arising from assessment |  |  |  | √ | √ |  |
| Determine type of assessments required, e.g., S.17, Section 47 enquiries. |  |  |  | √ | √ |  |
| Authority to allocate resources to an assessment |  |  |  |  | √ |  |
| Private Fostering Arrangement:  Support the privately arranged placement with specific carers.  Impose requirements, prohibition or agree long-term exemption. |  |  |  | √ |  | Consult with legal where Prohibition or Requirements are proposed.  Consult with legal if any doubt that the Local Authority have brokered a s20 CA1989 placement through their work |

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| **Child Protection Planning** | |  |  |  |  |  |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| Determine the threshold for a Child Protection strategy meeting. |  |  |  |  | √ |  |
| To chair a strategy meeting and agree threshold for Section 47 enquiries. |  |  |  | √ | √ | LADO to chair strategy meetings in circumstances whereby allegations are against those working with children in a paid, or voluntary capacity. |
| Determine the threshold for an Initial Child Protection Conference (by day 5 of Section 47 enquiries) |  |  |  | √ | √ | All referrals for child protection conferences must be authorised by Service Managers |
| Chair a Child Protection Conference |  |  |  |  |  | Independent  Child Protection and Reviewing Officers |
| Chair Core Group meetings |  |  |  |  | √ | Team Managers will give delegated responsibility to suitably experienced Social Workers |
| Missing Children | To be notified | To be notified | To be notified | √ |  | Refer to [**Missing Children Practice Guidance**](https://proceduresonline.com/trixcms1/media/5514/practice-guidance-missing-children.pdf) and [**Need to Know Protocol**](https://proceduresonline.com/trixcms1/media/10285/need-to-know-procedure-final-version-jan21.pdf)**.**  Convene strategy meeting as appropriate |
| To seek publicity in respect of a search for missing children | To be notified | To be notified | √ |  |  | DCS, Leader, CE Cabinet Member informed in accordance with the missing protocol. Only with parental consent if no legal order in place. |
| **Pre-Proceedings, Proceedings and Becoming Cared For by Local Authority** | | | | | | |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| Commence Pre-Proceedings |  |  | √ |  |  | Via [**Legal Gateway**](https://proceduresonline.com/trixcms2/media/12998/west-sussex-legal-gateway-guidance.docx) |
| In PLO process, commissioning of assessments |  |  | √ |  |  |  |
| Authorise a child to come into care – unaccompanied asylum-seeking child |  |  | √ |  |  |  |
| Authorise a child to come into care - Unplanned immediate s20 placement required |  |  | √ |  |  | Additionally, book appointment at next [**Entry to Care Panel**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FEntry%20to%20Care%20Panel&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) |
| Authorise a child to come into care - Planned s20 required |  | √ |  |  |  | Via [**Entry to Care Panel**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FEntry%20to%20Care%20Panel&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) |
| Apply for an Emergency Protection Order |  |  | √ |  |  | Consult with Legal and refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Apply for Child Assessment Order |  |  | √ |  |  | Via [**Legal Gateway**](https://proceduresonline.com/trixcms2/media/12998/west-sussex-legal-gateway-guidance.docx) |
| Apply for Recovery Order |  | Must be notified | √ |  |  | Consult with Legal Strategy Meeting where appropriate.  Refer to [**Missing Children Practice Guidance**](https://proceduresonline.com/trixcms1/media/5514/practice-guidance-missing-children.pdf) |
| Issue Care Proceedings |  |  | √ |  |  | Via agreement at [**Legal Gateway**](https://proceduresonline.com/trixcms2/media/12998/west-sussex-legal-gateway-guidance.docx) |
| Approve Initial Care Plan for the court |  |  |  | √ |  | Refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Approve Final Care Plan for the court |  |  |  | √ |  | Refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Discharge of Care or Supervision orders |  |  |  | √ |  | Refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Variation of Care or Supervision orders |  |  |  | √ |  | Refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Termination of contact. Apply for s.34 order |  |  | √ |  |  | Refer to [**West Sussex Care Proceedings Guidance**](https://proceduresonline.com/trixcms2/media/12997/west-sussex-care-proceedings-guidance.docx) |
| Respond to a s.7 direction |  |  |  |  | √ | Consult with Legal if Required; Refer to [**s.7 Resource Pack**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Legal/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FLegal%2Fs7%20Templates%20and%20Resources&FolderCTID=0x01200030939FEAB78F0B45A8713E3EA69A88BF&View=%7b2270AF0A-B45F-4719-8585-985A2824E777%7d) |
| To authorise the placement of a child we care for 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. |  | √ |  |  |  |  |
| To authorise the placement of a child we care for in secure accommodation for up to 72 hours without a Secure Accommodation Order;  and/or | √ |  |  |  |  |  |
| An application for a  Secure Accommodation  Order; and/or    A child's continued secure placement on the recommendation of  the Secure Accommodation  Review Panel; and/or    Applications to renewal  Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel. | To be notified | √ |  |  |  |  |
| Approval of Unregistered placements | √ |  |  |  |  | Refer to [**Un-regulated and Un-registered Placement Guidance**](https://proceduresonline.com/trixcms1/media/6685/unregulated-and-unregistered-provision-may-2020.pdf) |

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| **Children We Care For** |  |  |  |  |  |  |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| Chair Placement  Planning Meetings |  |  |  |  | √ | Team Managers can delegate to suitably experienced Social Workers |
| Approval of Care Plan at Statutory Reviews |  |  |  |  | √ | At [**Statutory Review**](https://proceduresonline.com/trixcms1/media/5665/cla-review-practice-guidance-2642020-amend.pdf) CROs  agree/challenge |
| Agree the use of a non-West Sussex placement, which is outside of the Local Authority boundary. |  | √ | √ |  |  | AD must approve placement that is at a distant, HoS must approve placements in neighbouring authorities |
| To approve the use of semi- independent accommodation for individual 16/17-year-olds, when this has been matched to that young person’s needs |  | √ |  |  |  | Via [**Entry to Care Panel**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FEntry%20to%20Care%20Panel&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) |
| To approve the use of semi- independent accommodation for individual 16/17-year-olds, when this has been matched to that young person’s needs **(Children Seeking Asylum)** |  | √ |  |  |  | Via [**Entry to Care Panel**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FEntry%20to%20Care%20Panel&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) |
| Agree the search/use of all planned placements (Any type of Fostering, Residential or Parent and Child) |  | √ |  |  |  | Via [**Entry to Care Panel**](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FEntry%20to%20Care%20Panel&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) |
| Agree use of emergency internal or IFA foster placement including Parent and Child |  |  | √ |  |  |  |
| Agree the use of internal of externally provided residential provision |  | √ |  |  |  |  |
| To cease a Child We Care for placement under s20 CA 1989 (Children under 16) |  |  |  | √ |  | [**Statutory Review**](https://proceduresonline.com/trixcms1/media/5665/cla-review-practice-guidance-2642020-amend.pdf) ,  [**Placement Stability and Disruption meetings.**](https://proceduresonline.com/trixcms2/media/11271/disruptions-guidancetrix-oct21.pdf) |
| To cease a Child subject to a care order being looked after CA 1989 (16/17-year-olds) | √ |  |  |  |  | Only DCS can agree for de-accommodation of 16/17 year olds subject to a care order |
| To approve placement of child with parents or connected people (relatives or friends under reg 24) |  |  | √ |  |  | Agency Decision Maker [**Connected Carers Practice Guidance**](https://proceduresonline.com/trixcms1/media/5624/connected-carers-guidance.pdf) |
| To approve the 8 weeks extension of child with parents or connected people if assessments of carers are continuing past 16 weeks. |  |  | √ |  |  | Agency Decision Maker [**Connected Carers Practice Guidance**](https://proceduresonline.com/trixcms1/media/5624/connected-carers-guidance.pdf) |
| To approve the continuation of the placement with connected person where Fostering Panel have not yet approved, and Reg 25 time period has elapsed |  | √ |  |  |  | **Refer to** [**Un-regulated and Un-registered Placement Guidance**](https://proceduresonline.com/trixcms1/media/6685/unregulated-and-unregistered-provision-may-2020.pdf) |
| To approve continuation of Reg 24/25 placement whereby |  | √ |  |  |  |  |
| To limit or refuse contact for S.31 children and young people |  |  | To be notified | √ |  | Consult with legal. Decision to be fed back to [**Statutory Review**](https://proceduresonline.com/trixcms1/media/5665/cla-review-practice-guidance-2642020-amend.pdf) |
| Missing Children we Care For | To be notified | To be notified | To be notified | √ |  | Refer to [**Missing Children Practice Guidance**](https://proceduresonline.com/trixcms1/media/5514/practice-guidance-missing-children.pdf) and [**Need to Know Protocol**](https://proceduresonline.com/trixcms1/media/10285/need-to-know-procedure-final-version-jan21.pdf)  Convene Strategy Meeting as appropriate |
| To seek publicity in respect of a search for missing children | To be notified | To be notified | √ |  |  | DCS, Leader, CE Cabinet Member informed in accordance with the missing protocol. Consult with parents as appropriate. If child is looked after under Section 20, parents can consent independently and to be consulted in all cases. |
| To support/not support application for a residence order or SGO |  |  |  | √ |  | Informed CRO and decision feedback to [**Statutory Review.**](https://proceduresonline.com/trixcms1/media/5665/cla-review-practice-guidance-2642020-amend.pdf)  Consult with Legal |
| Approve permanence plans for children in care preparation for formal review by CRO |  |  |  |  | √ |  |
| To support child’s application for British Citizenship (Children We Care For) |  |  |  |  | √ |  |
| Conversion of foster placement to Staying Put |  |  |  |  | √ |  |
| To authorise any exemptions from the usual fostering limit for foster carers living in the local authority area. |  |  | √ | √ |  |  |
| **Children We Care For AND also the Subject of a Care Order (for Accommodated Children, authority will reside with adult with PR)** | | | | | | |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| Permit young person to undertake hazardous  pursuits |  | √ | √ |  |  | Decision fed back to statutory review |
| To permit child to leave UK for holiday of up to one month |  |  | √ |  |  | Parents to be consulted where possible |
| To permit child to leave the UK for over one month or more | √ | √ |  |  |  | Written consent of every person who has parental responsibility for the child, or the leave of the court |
| To permit child to having holidays during term time |  | √ |  |  |  | Head of Virtual School and AD for Corporate Parenting both need to consent |
| To consent to child attending school organisation trips up to 4 days away |  |  |  |  | √ | CRO to be informed |
| Application for a Passport for a child in care |  |  |  | √ |  |  |
| To consent to contraception for young person |  |  | √ | √ |  | Consider Gillick Competence Decision fed back to statutory review |
| To consent to a child in care to join the armed forces | √ | √ |  |  |  |  |
| To consent to an abortion for young person | √ | √ |  |  |  | Consult with legal |
| To consent to unplanned surgery, treatment for life threatening conditions, sensitive medical treatment/assessment, or invasive health screening (e.g., including blood tests for serious blood borne infections) – for child or young person on a Care Order |  | To be notified | √ |  |  | HoS will inform AD  DCS to be consulted as appropriate CRO to be informed |
| To consent to planned surgery/treatment/tests for a child subject to a care order for conditions not falling into above categories |  |  |  | √ |  | Parents are consulted but is subject to delegated authority in place |
| To consent to planned surgery, treatment and tests for a child who is s.20 for conditions not falling into above categories |  |  |  |  | N/A | This should be parents and we have no right to consent. |
| Child or young person who is cared for to be hospitalised under the Mental Health Act |  |  | √ | √ |  | Service Manager needs to be involved in the decision making. If subject of Care Order, HoS to give the required nearest relative consent under the MHA 1983. |
| To consent to the marriage of  a young person in care | √ |  |  |  |  | Consult with legal |
| To agree a religious custom or ritual regarding parental consent |  | √ | √ |  |  | Consult with legal |
| To consent to school activities |  |  |  |  |  | Foster Carer, reference to placement agreement and delegated authority |
| Children of compulsory school age applying for sixth form or FE college |  |  |  |  |  | Foster Carers &  Residential  Workers |
| To consent to children staying overnight with  friends |  |  |  |  | √ | Foster Carer, reference to placement agreement and delegated authority |
| To consent to overnight stays with parents |  |  |  |  | √ | Placement with Parent regs to be considered. CRO to be consulted. |
| To consent to child subject of care order to be placed with parents |  |  |  | √ |  |  |
| To authorise the suspension or termination of contact between a Child we Care For 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). |  |  | To be notified | √ |  |  |
| To authorise the placement of a Looked after child outside England and Wales. |  | √ |  |  |  |  |

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| **Adoption** | | | | | | |
| **Decision** | **Director of**  **Children’s**  **Services** | **Assistant**  **Director** | **Head of Service** | **Service Manager** | **Team Manager** | **Planning Forum/ Comments** |
| To approve plan for adoption |  |  | √ |  |  | As identified as Agency Decision Maker |
| Approve placement for adoption |  |  | √ |  |  | As identified as Agency Decision Maker |
| Authorise Fostering for Adoption placement. |  |  | √ |  |  | As identified as Agency Decision Maker |
| Authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members. |  |  |  | √ |  |  |
| Authorise the change of name of a Child We Care For | √ | √ |  |  |  |  |

[Delegation of Authority to Foster Carers and Residential Workers](https://www.proceduresonline.com/westsussex/cs/p_del_auth_fc_resid.html)

[Holidays and School Trips in and outside UK for all Children We Care For](https://www.proceduresonline.com/westsussex/cs/p_hol_trips_in_out_uk.html)

[Mental Capacity and Consent](https://mca-cs.proceduresonline.antser.com/)

**Financial Scheme of Delegation and Certifying Officer Principles**

The below sets out the Finance Scheme of Delegations for Officers within the Children, Young People and Learning (CYPL) Directorate for West Sussex County Council, it is in accordance with the guidance as set out with the constitution and the instructions of the Director of Finance (S151 Officer).   
It delegates certain powers and functions from the Director of Children, Young People and Learning to the officers noted below. This Finance Scheme of Delegation details the power that officers have to make decisions on spending and other finance issues, across the CYP&L directorate. If the authorised officer is unable to take a decision, then the decision can be taken by the relevant line manager up to and including the Director of Children Young People and Learning (DCS). Guidance for managers and staff on how to use Schemes of Delegation is available on the intranet.

The below sets out the Children’s certifying officer hierarchy for **purchase orders**. This was last reviewed in May 2022 and will be reviewed by the Director of Children Young People and Learning (DCS) to and Assistant Directors every April. There are some agreed exceptions to these principles which are shown in section 2.

**Purchase Orders:**

Power to incur expenditure within the approved budget, provided it is within the relevant area of responsibility, legally incurred, within Council policy, and procured in accordance with the Council’s procurement procedures. These financial delegation levels are built into the workflow approval process in the financial system.

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| **Single (one-off) Transaction Approval Limit** | **Position Title (or equivalent)** |
| Up to £500 | Team Manager |
| Up to £10,000 | Service Manager |
| Up to £200,000 | Head of Service |
| **Placement, Additional Placement Costs or Annual Spend Approval Limit** |  |
| Up to £500,000 | Assistant Directors & Entry to Care (CWD & CWCF SEN) panel chairs |
| Up to £10,000,000 (Key member decision process for anything exceeding £500,000) | Director of Children Young People and Learning (DCS) |
| Over £10,000,000 | Director of Finance (S151 Officer) and Full Council |

**Exceptions**

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| **Service** | **Exception description** |
| In-House Residential | Individual registered children’s homes managers can approve spend up to £10,000 |
| Children Seeking Asylum and Care Leavers | Team Managers can approve up to but not exceeding £2,000 |
| Early Help Service | Family Support Leads can approve up to £500, then follow the standard principles noted in the above table |
| SEN Commissioning | Team managers can approve non-placement send up to £50,000 |

The below sets out the Children’s certifying officer hierarchy for **Payment Requisitions**. This was last reviewed in May 2022 and will be reviewed by the Director of Children Young People and Learning (DCS) and Assistant Directors every April.

Payment Requisition:

Power to incur expenditure within the approved budget, provided it is within the relevant area of responsibility, legally incurred, within Council policy, and procured in accordance with the Council’s procurement procedures. These financial delegation levels are built into the workflow approval process in the financial system.

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| **Single (one-off) Transaction Approval Limit** | **Position Title (or equivalent)** |
| Up to £500 | Team managers within all child/practice facing teams |
| Up to £10,000 | Service managers within all child/practice facing teams |

The below sets out the Children’s certifying officer hierarchy for **Pre-Paid Cards**. This was last reviewed in May 2022 and will be reviewed by the Director of Children Young People and Learning (DCS) to and Assistant Directors every April.

Pre-Paid Cards:

Pre-paid cards are effectively used in place of petty cash. Cards are issued to individuals (not staff) and to each Children’s Home, and are loaded with a value, which the card holder can either withdraw in cash or use the card like a debit card in shops etc. The cards can be “topped up” if required.

Power to incur expenditure within the approved budget, provided it is within the relevant area of responsibility, legally incurred, within Council policy, and procured in accordance with the Council’s procurement procedures. These financial delegation levels are built into the workflow approval process in the financial system.

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| **Single (one-off) Transaction Approval Limit** | **Position Title (or equivalent)** |
| Up to £500 | Team managers within all child/practice facing teams |
| Up to £1,000 | Service managers within all child/practice facing teams |

The below sets out the Children’s certifying officer hierarchy for **P-Cards**. This was last reviewed in May 2022 and will be reviewed by the Director of Children Young People and Learning (DCS) and Assistant Directors every April.

P-Cards:

Power to incur expenditure within the approved budget, provided it is within the relevant area of responsibility, legally incurred, within Council policy, and procured in accordance with the Council’s procurement procedures. These financial delegation levels are built into the workflow approval process in the financial system.

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| **Single (one-off) Transaction Approval Limit** | **Position Title (or equivalent)** |
| Profile C: Up to £2,000 transaction limit and £8,000 monthly expenditure | Head of Service within all child/practice facing teams |
| Profile B: Up to £1,000 transaction limit and £4,000 monthly expenditure | Service Managers within all child/practice facing teams and Team Managers in Emergency Duty Team |
| Profile A: Up to £500 transaction limit and £2,000 monthly expenditure | Team Managers within all child/practice facing teams and Embedded Co-ordinators, under instruction from Team or Service Managers |

**Certifying Officer List:**

The certifying officer list will be regularly reviewed and maintained. It is the responsibility of the respective line managers to forward and email notification to the Business Support Service Manager for Children, Young People & Learning when any certifying officer leavers/joins the business. The Business Support Service Manager will then ensure the certifying officer list remains accurate.

**Review Methodology:** Annually by 1 April, next due April 2023.

The current ‘standard’ approval levels for purchase orders will be reviewed ready for the move to SmartCore.  Any proposals will be taken to ELT for approval. Any implications or interdependencies regarding the financial scheme of delegation set out above, can be addressed by the Director of Children Young People and Learning (DCS) with ELT if the proposals do not meet CYP&L business needs.

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| **Review/Contacts/ References** |  |
| Document title: | Terms of Reference Policy and Practice Steering Group |
| Date approved: | June 2022 |
| Approving body: | DLT |
| Last review date: | February 2022 |
| Revision history: | August 2022 – revision to payment limits to meet corporate requirements, uplift to limit for EDT Team Managers and inclusion of Embedded Co-ordinators for P card spend |
| Next review date: | April 2023 |
| Document owner: | Linda Steele Assistant Director Safeguarding and QA  Daniel Ruaux Assistant Director Corporate Parenting  Jenny Boyd Assistant Director Early Help and Social Care  Andy Thorn Strategic Business Partner, Finance & Support Services |
| Lead contact / author: | Amanda Cole – Strategic Lead Policy and Practice |