

Children and Families Directorate
List of Agency Decision Makers, Designated Officer and Nominated Officers

This list will appear in the same sequence of roles and responsibilities in the Herefordshire tri.x Online Procedures, where specific roles are referenced in relevant chapters. The list will be reviewed every six months, or more frequently as required.

Adoption Panel	Post title: Operations Manager, Adoption Central England Contact details: Jemma Fordham E-mail: jemmafordham@aceadoption.com
Adoption Panel Advisor	Post title: Operations Manager, Adoption Central England Contact details: Jemma Fordham E-mail: jemmafordham@aceadoption.com
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.	Post title: Operations Manager, Adoption Central England Contact details: Jemma Fordham E-mail: jemmafordham@aceadoption.com
Agency Decision Maker (Fostering) The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel).	Post title: Head of Service Fostering, Adoption, Home Finding Contact details: Robina Khan E-mail: Robina.Khan2@herefordshire.gov.uk
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).	Post title: Service Director Safeguarding and Family Support Contact details: Rachel Gillott E-mail: Rachel.Gillott@herefordshire.gov.uk
Approval of Adoption Support Plans	Post title: Head of Service – Court and Child Protection via Legal Gateway Contact details: Denyse Ratcliff E-mail: Denyse.Ratcliff@herefordshire.gov.uk
Designated Manager (Care Plans) The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.	Head of Service which holds responsibility for the child Post title: Head of Service – Court and Child Protection Contact details: Denyse Ratcliff E-mail: Denyse.Ratcliff@herefordshire.gov.uk
	Post title: Head of Service Looked After Children Contact details: Julie Mepham E-mail: Julie.Mepham@herefordshire.gov.uk

Designated Manager (Care Proceedings)

The manager who can authorise the initiating of Care Proceedings.

Post title: Head of Service Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Designated Manager (Change of Name)

The manager who can authorise the change of name of a Looked After Child.

Head of Service which holds responsibility for the child

Post title: Head of Service – Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Post title: Head of Service Looked After Children

Contact details: Julie Mepham

E-mail: Julie.Mepham@herefordshire.gov.uk

Children with a Child Protection Plan

Post title: Head of Service – Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliff@herefordshire.gov.uk

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).

Post title: Head of Service – Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliffe@herefordshire.gov.uk

Post title: Head of Service Looked After Children

Contact details: Julie Mepham

E-mail: Julie.Mepham@herefordshire.gov.uk

Post title: Head of Service - Looked after Children

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.

Post title: Director of Childrens Services

Contact details: Darryl Freeman

E-mail: Darryl.Freeman@herefordshire.gov.uk

Post title: Service Director Safeguarding and Family Support

Contact details: Rachel Gillott

E-mail: Rachel.Gillott@herefordshire.gov.uk

Designated Manager (Decision to Look After)

The manager who can authorise a child becoming Looked After.

Head of Service which holds responsibility for the child:

Post title: Head of Service – Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Post title: Head of Service Looked After Children

Contact details: Julie Mepham

E-mail: Julie.Mepham@herefordshire.gov.uk

Post Title: Head of Service Mash and Assessment

Contact Details: Christine Wellington

Email: Christine.Wellington@herefordshire.gov.uk

Education, Learning and Achievement
Oversight of education safeguarding, admissions and school placement

Post Title: Head of Learning and Achievement
Contact Details: Alison Naylor
Email: Alison.Naylor@herefordshire.gov.uk

Designated Manager (Emergency Protection Orders)

The manager who can authorise an application for an Emergency Protection Order.

Head of Service which holds responsibility for the child:

Post title: Head of Service – Court and Child Protection
Contact details: Denyse Ratcliff
E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Post Title: Head of Service Mash and Assessment
Contact details : Details Christine Wellington
Email: Christine.Wellington@herefordshire.gov.uk

Designated Manager (Emigration)

The manager who can authorise the placement of a Looked after child outside England and Wales.

Head of Service which holds responsibility for the child:

Post title: Head of Service – Court and Child Protection
Contact details: Denyse Ratcliff
E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Post title: Head of Service Looked After Children
Contact details: Julie Mephram
E-mail: Julie.Mephram@herefordshire.gov.uk

Designated Manager (External Placements)

The manager who can authorise placements of Looked After children with external providers of residential care.

Post title: Service Director Safeguarding and Family Support
Contact details: Rachel Gillott
E-mail: Rachel.Gillott@herefordshire.gov.uk

Designated Manager (Leaving Care)

The manager who can approve a Pathway Plan.

Post title: Service Manager, Children in Care and Care Leavers
Contact details: Stacie Lane
E-mail: Stacie.Lane2@herefordshire.gov.uk

Medical Advisor to Adoption Panel

Contact details: Dr S Arun

Nominated Officer

Post title: Head of Service Looked After Children
Contact details: Julie Mephram
E-mail: Julie.Mephram@herefordshire.gov.uk

Designated Manager (Passports)

The manager who can authorise a passport application for a Looked After child.

Head of Service which holds responsibility for the child:

Post title: Head of Service – Court and Child Protection
Contact details: Denyse Ratcliff
E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Designated Manager (Placement Orders - Approval of Applications)

The manager who can authorise an application for a Placement Order.

Placement with Parents

Designated Manager (Private Fostering)

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.

Designated Manager (Secure Accommodation)

The manager who can authorise: a placement of a Looked After child 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 an application to renew Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.

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.

Post title: Head of Service Looked After Children

Contact details: Julie Mepham

E-mail: Julie.Mepham@herefordshire.gov.uk

Post title: Service Director Safeguarding and Family Support

Contact details: Rachel Gillott

E-mail: Rachel.Gillott@herefordshire.gov.uk

Post title: Service Director Safeguarding and Family Support

Contact details: Rachel Gillott

E-mail: Rachel.Gillott@herefordshire.gov.uk

Post title: Head of Service Fostering , Adoption, Home Finding

Contact details: Robina Khan

E-mail: Robina.Khan2@herefordshire.gov.uk

Post title: Director of Childrens Services

Contact details: Darryl Freeman

E-mail: Darryl.Freeman@herefordshire.gov.uk

Head of Service which holds responsibility for the child:

Post title: Head of Service – Court and Child Protection

Contact details: Denyse Ratcliff

E-mail: Denyse.Ratcliff@herefordshire.gov.uk

Post title: Head of Service Looked After Children

Contact details: Julie Mepham

E-mail: Julie.Mepham@herefordshire.gov.uk

Virtual School Head

Post title: Virtual School Head Teacher for Vulnerable Children

Contact details: Joanna Chick

E-mail: joanna.chick2@herefordshire.gov.uk