**Surrey Children’s Services Social Care Scheme of Delegation**

# **Document Purpose**



The purpose of the Scheme of Delegation is to indicate the **minimum** **level** at which decisions can be made within Surrey County Council (SCC) Children’s Services social care teams and reflect the level at which decisions of this kind will **normally** be made.

It does not imply however, that decisions are taken in isolation and without consultation. Staff at all levels are expected to consult and take advice as appropriate. Where it is necessary that consultation or further conversations occur, this document outlines the roles that need to be part of these discussions. In addition, the monitoring of decision making to ensure standards are met and consistent practice delivered, remains the responsibility of the line managers. Where there are differences between the level of decision making for Emergency Duty Teams (EDT), these are specifically referenced.

# **Scope**

This procedure covers the operational accountabilities and responsibilities of staff within the Surrey County Council Children’s Services, namely Corporate Parenting and Family Resilience & Safeguarding services. It does not cover Corporate roles nor Education elements within the Council.

It is important that this document is considered alongside Surrey County Council policies and procedures, as accessed within the [Surrey Children's Services Procedures Manual](https://www.proceduresonline.com/surrey/cs/index.html)

# **Responsibilities – You Should Ensure That:**

* You read, understand and, where appropriate, act on this information.
* All colleagues who need to know are informed about this procedure.
* This document is properly filed in a place to which all staff members in your workplace have access.

# **Authority To Vary Procedures**

There may be occasions where changes are required to this policy, either temporarily or on a more permanent basis. Any permanent changes can only be agreed by the Director of Children’s Services (DCS) (Executive Director of Children, Families & Lifelong Learning).

Temporary emergency changes can be made by a Director of Corporate Parenting and / or Family Resilience & Safeguarding.

Any permanent changes will need to be reflected within this document when reviewed and updated. The Scheme of Delegation should be reviewed annually to ensure it accurately reflects the responsibility and accountability for decision making within Surrey County Council’s social care Department.

# **Acronyms, Language & Further Information**

**Acronyms within this document:**

* DCS - Director of Children’s Services
* DIR - Director of Corporate Parenting and / or Director of Family Resilience & Safeguarding
* AD - Assistant Director
* SM - Service Manager
* TM - Team Manager
* SW - Social Worker
* HR – Human Resources, also known as People & Change or Employee Experience
* PR – [Parental Responsibility](https://www.gov.uk/parental-rights-responsibilities)
* OT – Occupational Therapy

**Further Acronyms Used Within Children’s Services:**

* [Acronyms and Glossary for CFLL (last updated Oct 24)](https://orbispartnerships.sharepoint.com/sites/education_and_lifelong_learning/_layouts/15/Doc.aspx?sourcedoc=%7B515BF9F4-3D88-470E-89C4-595A57CE2081%7D&file=Acronyms%20and%20Glossary.xlsx&action=default&mobileredirect=true&DefaultItemOpen=1)

**Other Terms and Language within this document:**

* **Consultation / Conversation –** Where a reflective and considered discussion is held by people in the positions stated.

**Legislation Related to this document:**

* Children Act 1989
* Children (Leaving Care) Act 2000
* Children and Social Work Act 2017
* Children Act 2004
* Equality Act 2010
* [Children's social care: national framework - GOV.UK](https://www.gov.uk/government/publications/childrens-social-care-national-framework)
* [Working together to safeguard children - GOV.UK](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

**Policy & Procedure Repositories within Children’s Services:**

* [Surrey Children's Services Procedures Manual](https://www.proceduresonline.com/surrey/cs/index.html)
* [Surrey Safeguarding Children Partnership Manual](https://surreyscp.trixonline.co.uk/contents/contents)
* [Education & Lifelong Learning Policy Library](https://orbispartnerships.sharepoint.com/%3Au%3A/r/sites/education_and_lifelong_learning/SitePages/ELL-Policy.aspx?csf=1&web=1&e=4dLY30)
* [Health & Safety in CFLL](https://orbispartnerships.sharepoint.com/sites/cfll_hub/SitePages/Health-%26-Safety.aspx)
* [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx)
* [CFLL EDI Hub - Home](https://orbispartnerships.sharepoint.com/sites/cfll_equality_diversity_inclusion/SitePages/Home.aspx)

**Accessibility:**

* The contents of this document are held in a table. This format may not be compatible with all types of screen readers. For any accessibility assistance, please contact PPP.Team@Surreycc.gov.uk

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## Part A: Human Resources Functions - Recruitment, Performance Management, Training & Miscellaneous Payments

|  |  |  |  |
| --- | --- | --- | --- |
|  | Function / Accountabilities | Responsible Officer - minimum level and anyone above that position | Financial Ceiling |
|  | 1. Staff Selection **–** please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |
| 1.2  | Approval for the establishment of a new post / role.  | Director and Assistant Director. |  |
| 1.3  | Variation to Establishment. | Assistant Director. | Within budget |
| 1.4  | Permission to advertise and recruit within establishment structure. | Service Manager. |  |
| 1.5  | Appoint agency staff. | Service Manager, through CFLL Workforce (cfllworkforceteam@surreycc.gov.uk). | Within budget |
| 1.6  | Overtime costs. | Service Manager, in conversation with the Assistant Director. | Within budget |
| 1.7  | Action following a positive DBS check. | Service Manager, in conversation with the Assistant Director. |  |
| 1.8  | Decision to shortlist a candidate for interview. | Prospective line manager / equivalent level manager. |  |
|  | 1. Staff Training **-** please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |
| 2.1  | External training courses (inclusive of travel and expenses).Internal training courses. | Academy lead or Assistant Director.The line manager. | Within budget |
| 2.2  | Away Day expenses  | Assistant Director. |  |
|  | 1. Disciplinary Procedures - please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 3.1 | Informal Discussion. | Line Manager [TM and above] with HR advice, if required. |  |
| 3.2  | First Written Warning. | Line Manager [TM and above in discussion] with HR for advice and oversight. |  |
| 3.3  | Final Written Warning. | Line Manager or Investigating Officer (if different from Line Manager) with HR present. The Line Manager must consult their line manager prior to issuing the final warning.  |  |
| 3.4  | Dismissal Stage. | Line Manager’s line manager – or Investigating Officer (if different from Line Manager) with HR present. The Assistant Director must be consulted prior to dismissal.  |  |
| 3.5  | Appeal. | Line Manager of the person who dismissed [SM or above] with HR present.  |  |
| 3.6  | Suspension. | Director in consultation with AD & HR advice.  |  |
| 3.7  | Ending the employment of employees in first year of service. | Line Manager’s line manager with HR present.   |  |
|  | 1. Capability Procedure **(performance)** - please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 4.1 | Informal Discussion. | Line Manager with HR consultation if required – Performance Improvement Plan started.  |  |
| 4.2  | Initial Formal Meeting. | Line Manager.  |  |
| 4.3 | Formal Review Meeting if there is no improvement. | Line Manager. |  |
| 4.4 | Final Capability Meeting - held if no improvement. | The Line Manager’s Line Manager (if not used at any other stage) with HR present.  |  |
|  | 1. Grievance **-** please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 5.1  | Informal Stage. | The person considering making the grievance to discuss with their line manager to seek resolution. If not successful, the decision to make a formal grievance lies with the aggrieved.  |  |
| 5.2  | Formal. | An alternative Line Manager of the **same level** as the existing line manager [someone not previously involved]. |  |
|  | 1. Appeals - please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 6.1 | Appeals. | The line manager’s line manager with HR present |  |
|  | 1. Leave **-** please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 7.1  | Annual leave. | Line Manager.  |  |
| 7.2  | Parental and caring leave. | Line Manager. |  |
| 7.3  | Carry over annual leave (Maximum 5 days in special circumstances). | Line Manager. |  |
| 7.4  | Carry over annual leave (more than 5 days in exceptional circumstances). | Assistant Director. |  |
| 7.5  | Compassionate leave [up to 3 days]. | Team Manager. |  |
| 7.6  | Compassionate leave [up to 10 days]. | Service Manager. |  |
| 7.7  | Compassionate leave [more than 10 days in exceptional circumstances]. | Assistant Director. |  |
| 7.8  | Unpaid leave [up to one week]. | Line Manager. |  |
| 7.9  | Unpaid leave [up to 3 months]. | Service Manager can agree where no backfill is required. Should backfill be required the Assistant Director should be consulted.  |  |
| 7.10  | Unpaid leave/ career break [up to 6 months]. | Assistant Director. |  |
| 7.11  | Time off for Public Duties. | Line manager, in consultation with HR.  |  |
|  | 1. Miscellaneous / Staff Payments **-** please note this section is also governed by corporate policies (see [HR policies (A to Z)](https://orbispartnerships.sharepoint.com/sites/people_and_change/SitePages/hr-policies-a-to-z.aspx))
 |  |
| 8.1  | Change of job description. | Assistant Director, in consultation with Service Manager who has already sought HR and CFLL Workforce advice. |  |
| 8.2  | Increase in salary grade once in post [including exceptional circumstances]. | Director. |  |
| 8.3  | Special recognition payment. | Assistant Director in conversation with Director. |  |
| 8.4  | Starting salary. | Line manager if salary is at bottom of band bracket.Assistant Director in conversation with Director for salaries above the bottom of the bracket. |  |
| 8.5  | Additional payments – acting up. | Service Manager, in conversation with Assistant Director.  |  |
| 8.6  | Early retirement and access to pension/ flexible retirement. | Line Manager, with advice from HR and following conversation with Assistant Director.  |  |
| 8.7  | Approval of travel claims. | Line Manager. |  |
| 8.8  | Payment for eyesight test, contribution for to spectacles. | Line Manager. |  |
| 8.9  | Authorisation for staff ID cards. | Line Manager.  |  |
| 8.10  | Employment Reference for a worker. | Line Manager, (if necessary) in consultation with HR. |  |

## Part B - Financial Procedures – Branch Delegation, Services for Young People and purchasing provision

|  |  |  |  |
| --- | --- | --- | --- |
|   | Function / Accountabilities | Responsible Officer - minimum level and anyone above that position | Financial Ceiling  |
|  | 1. Care Packages – Financial Approvals please note this section is also governed by corporate policies (see [Financial Regulations June 2024](https://orbispartnerships.sharepoint.com/sites/FinanceAcademyCommunications/_layouts/15/Doc.aspx?sourcedoc=%7B093BD8F0-9FBA-4CF3-A154-139EBEA522A4%7D&file=Financial%20Regulations%20Jun%202024.docx&action=default&mobileredirect=true&DefaultItemOpen=1))
 |
| 9.1  | Approval of Care Package (excluding in-house residential care). | Team Manager. | Up to £500 one-off or monthly rate  |
| 9.2 | Approval of Care Package (excluding in-house residential care, but including bi-funded with Health OR Education). | Service Manager. | Up to £1,200 one-off or monthly rate  |
| 9.3 | Approval of Care Package (including in-house residential care, and tri-funded packages with Health and Education). | Assistant Director.  | Above £1,200 one-off or monthly rate – up to £100,000 |
| 9.4  | Backdating of various allowances, eg, adoption, Family and Friends Care, etc. | Service Manager. | Up to £1,200 |
| 9.5  | Backdating of various allowances, eg, adoption, Family and Friends Care, etc. | Assistant Director in consultation with Service Manager. | Above £1,200 – up to £100,000 |
| 9.6  | Authorisation of the cost of a secure placement. | Assistant Director in consultation with Service Manager |   |
|  | 1. Purchase / **Procurement Card Limits**
 |
| 10.1  | Services for Young Children. | Team Manager. | Up to £500 for a single transaction  |
| 10.2 | Services for Young Children. | Service Manager. | Up to £1,200 for a single transaction  |
| 10.3 | Services for Young Children. | Assistant Director.  | Over £1,200 and up to £100,000 |
| 10.4 | Children’s Homes - up to £500 for the day-to-day activities within the Home. | Children’s Home staff.Receipts over £25 must be agreed by the Registered Children’s Home Manager.  | £500 |
| 10.5 | Children’s Homes (above £500). | Registered Children’s Home Manager, in consultation with Service Manager, spend up to the balance held within the Imprest account.  | Balance of the Imprest account |
| 10.6 | Care leavers emergency payments (up to £500)**.** | Team Manager**.** | Up to £500 |
| 10.7 | Care leavers emergency payments (up to £1,200). | Service Manager. | Up to £1,200 |
| 10.8 | Foster carers emergency payments (up to £500)**.** | Team Manager**.** | Up to £500 |
| 10.9 | Foster carers emergency payments (up to £1,200). | Service Manager. | Up to £1,200 |
|   | 1. Aids and Adaptations (Looked After Children and CWD with OT assessment)- OT/ Commissioning
 |
| 11.1  | Agreement to adaptations – where Children’s Services contribution is up to £500. | Team Manager. | Up to £500 |
| 11.2 | Agreement to adaptations – where Children’s Services contribution is up to £1,200. | Service Manager, through DRP for CWD. | Up to £1,200 |
| 11.3 | Agreement to the provision of special equipment (within the target budget). | Line Manager or within budget limitations [TM £500; SM £1,200; AD above £1,200]. | Within budget limitations – up to £100,000 |

## Part C: Children and Families (Social Care) - Practice Accountabilities

|  |  |  |
| --- | --- | --- |
|   | Function / Accountabilities | Responsible Officer - minimum level and anyone above that position |
|  | 1. Practice Decisions, referrals and accommodation - please Part C is also governed [Surrey Children's Services Procedures Manual](https://www.proceduresonline.com/surrey/cs/index.html)
 |
| 12.1 | Decisions on outcome of referrals and assessments. | Team Manager. |
| 12.2  | Case allocation and closure. | Team Manager. |
| 12.3 | Decision to progress to a strategy meeting and escalate to section 47. | Team Manager. |
| 12.4 | Chairing Strategy meetings. | Team Manager. |
| 12.5 | Responsibility to assess a child / young person and their family and make recommendations. | Allocated worker. |
| 12.6 | Responsibility to call a child's care planning or review meeting. | Allocated worker. |
| 12.7 | 1. Chairing, Planning and CIN Review Meetings.
2. Chairing of looked after child reviews.
3. Chairing a Core Group Meeting (CGM).
 | 1. Team Manager/ Advanced Social Worker, or allocated worker [see CIN policy].
2. Independent Chair.
3. TM/ Advanced Social Worker, or allocated worker.
 |
| 12.8 | Agreeing to accommodate a child (section 20).  | Assistant Director. |
| 12.9 | Agreeing to accommodate a young person under section 20 for UASC **out of hours**. | EDT Team Manager and notify Assistant Director. |
| 12.10 | 1. Agreeing to accommodate a young person under section 20 and to place in foster care, in-house or IFA within Surrey. **Out of hours**.
2. Overturning clear management advice on case - e.g regarding whether or not to accommodate, **out of hours**.
 | 1. EDT Team Manager, in consultation with the on-call AD see comment above.
2. EDT Team Manager, in consultation with the on-call AD.
 |
| 12.11 | 1. Agreeing to accommodate a child subject to Police Protection **out of hours**.
2. Decision for child/young person to remain in police station / police custody overnight.

  | 1. EDT Team Manager [notify AD]**.**
2. EDT Team Manager [in consultation with AD] no young person should remain in police station/custody overnight and any challenge to this would need to be EDT in consultation with on call AD.
 |
| 12.12 | Agreement to YMCA provision for young people over 16 yrs old **out of hours**.  | EDT Team Manager [in consultation with AD]. |
| 12.13 | Agreement to place a young person in semi-independent / Supported Lodgings accommodation, in Surrey **out of hours**.  | EDT Team Manager [in consultation with AD]. |
| 12.14 | Agreement to use emergency alternative provision for child in care, **out of hours**.  | On-Call Assistant Director.  |
| 12.15 | Agreement to discharge a child who is accommodated under Section 20, Children Act 1989.  | Assistant Director with Director consultation. |
| 12.16 | Agreement to hold an LGM / seek legal advice. | Service Manager. |
| 12.17 | Authorisation to enter Public Law Outline [PLO]. | Assistant Director with Legal advice. |
| 12.18 | Decision to apply for an EPO (Emergency Protection Order). | Assistant Director with Legal advice.  |
| 12.19 | Decision to apply for an Emergency Protection Order (EPO) **out of hours**. | EDT Team Manager, in consultation with On-Call Assistant Directors.  |
| 12.20 | Signing and quality assuring. | Team Manager. |
|  | 1. **All** Court **Statements**
 |
| 13.1 | Signing and quality assuring initial and Initial Court care plans.  | Service Manager, in consultation with Assistant Director |
| 13.2  | Final Signing and agreeing to the initial and Final Court care plan.  | Assistant Director. |
| 13.3 | Decision to instigate care proceedings in any court for: Child Assessment Order, Child Safety Order, Section 8 Order, or other Court Order under the Children Act 1989. | Assistant Director with Legal advice. |
| 13.4 | Decision to apply for discharge of Care Order. | Service Manager in consultation with IRO and legal advice – Assistant Director to be advised. |
| 13.5 | 1. Monitoring Care Plans.
2. Monitoring care plans of Looked After Children.
3. Monitoring care plans of non Looked After Children.
 | 1. Responsible Team Manager and Independent Chairs.
2. Team Manager of allocated worker and Independent Chairs.
3. Allocated worker and Team Manager.
 |
| 13.6 | Agreements for Placements: 1. With in-house foster carers.
2. With IFAs.
3. With non-county residential.

 1. Placement with in-house residential.
2. Out of Area and at a Distance.
 | 1. Assistant Director.
2. Assistant Director of Resources.
3. Assistant Director of Service and Assistant Director of Resources.
4. Assistant Director of Service and Assistant Director of Resources.
5. Director Corporate Parenting/DCS.
 |
| 13.7 | Agreeing a placement move:Placement move within Surrey out of hours as short-term emergency. Agreeing to place a child outside Surrey **out of hours.** | EDT Team Manager following conversation with On-Call Assistant Director.  EDT Team Manager [this must be escalated to the relevant Assistant Director on the next working day for appropriate level of sign off]. |
| 13.8 | Authority to terminate or suspend placement as a consequence of challenging behaviour if the child is out of area in a neighbouring local authority. | Assistant Director in conversation with Service Manager. |
| 13.9 | Authority to terminate placement because of challenging behaviour if the child is out of area beyond neighbouring local authorities.  | Assistant Director in consultation with Service Manager. DCS to be notified of change as approval maybe needed for a new out of county placement.  |
| 13.10 | Agreement to placement with parents. | Assistant Director in consultation with Service Manager. |
| 13.11 | Consent to routine medical treatments, immunisations, and vaccinations. | Team Manager in consultation with and consent from all holding PR [unless not possible]. |
| 13.12 | Consent to emergency treatment including Anaesthetic / operations.Emergency invasive medical procedures for children in care, out of hours. | Gillick competent / Fraser Guidelines apply to both emergency treatment and invasive procedures but where a doctor seeks consent, they will need to obtain consent from: Assistant Director with parents’ consent [if possible] If no parental consent / or parents object, then legal advice must be obtained. Where a doctor seeks consent, they will need to obtain consent from the EDT Team Manager [in consultation with Assistant Director]. |
| 13.13 | Signing of passports for Looked After Children on full Care Orders. | Service Manager. |
| 13.14 | Signing of passports for Looked After Children accommodated under section 20. | Those with PR, if available. Service Manager, if there is no one with PR or unavailable [UASC, for instance]. |
|  | 1. Statutory Visits
 |
| 14.1    | Carrying out of statutory CIN, CP or CLA visits. Ensuring statutory visits have taken place in accordance with legislation and policy. | Allocated worker.Team Manager. |
| 14.2 | CLA Missing children: notifying police and those with PR. | Registered Home Manager/Team Manager delegated to allocated worker – Assistant Director to be informed where a child has been missing for 24 hours. Director and DCS to be consulted if a public appeal for information is to be made. |
|  | 1. Looked **After Children**
 |
| 15.1 | Death of a Child in Care: 1. Notifying the Assistant Director.
2. Notifying the Service Director and QPRS Director.
3. Notifying the DCS.
4. Informing Cabinet Member.
5. Notifying Ofsted – all statutory notifications.
 | 1. Service Manager.
2. Assistant Director.
3. Director.
4. DCS.
5. Director QPRS in consultation with DCS.
 |
| 15.2 | Consent to contraceptive treatment if deemed not Frazer Competent. | Parent/ those with PR [S20] Care Order - Service Manager with legal advice, whilst considering the views of all holding PR [unless not possible to obtain] and the Independent Chair. |
| 15.3 | Consent to termination of pregnancy and HIV testing of a looked after child. | Parent [S20].Service Manager with legal advice, whilst considering the views of all holding PR [unless not possible to obtain] and the Independent Chair. Assistant Director to be informed. The young person may consent if Fraser competent - medical decision. |
| 15.4 | Signing a passport application of looked after children subject to S38 ICO and S31 Care Order. Child aged 11 - 15 yrs. This does not apply to those who are S20 parents. | Service Manager.16–17-year-olds can apply for their own passports.  |
| 15.5 | Authorising a trip abroad for looked after children. | Team Manager and informs the Service Manager. If request is to a country identified by Foreign Office as current terrorism threat / Covid risk, the decision to be made in consultation with Service Manager.  |
| 15.6 | Authorising request for DBS checks on children’s carers. | Team Manager. |
| 15.7 | Informing Ofsted / Social Work England re. DBS checks. | Director with HR advice. |
| 15.8 | Consent to initiate criminal proceedings for criminal damage, on behalf of the Department, against a young person in a children’s home.  | Children’s Home Manager following consultation with Service Manager and Assistant Director. DCS to be advised by the Director should this be a necessary action.  |
| *NB: 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. Children subject to a Care Order are those who are on a Care Order to Surrey County Council.*  |
| 15.9 | Case allocation/closure. | Team Manager. |
| 15.10 | Authority to place looked after children at home or with person who has parental responsibility.  | Assistant Director (Placement with Parents Regulations). |
| 15.11 | Authority to place siblings separately long-term in foster placement. | Service Manager **in consultation with IRO**.  |
| 15.12 | Authority to place siblings separately short-term. | Service Manager. |
| 15.13 | Authority to place children separately where Adoption is the plan. | Assistant Director, then final agreement by ADM. |
| 15.14 | Suspension of Contact/ Agreement to suspend contact (child on Care Order Section 34(6) Children Act 1989. | Team Manager with Legal.  |
| 15.15 | Contact at discretion of Local Authority. | Team Manager along with Independent Chair. |
|  | 1. Secure Accommodation / Deprivation of Liberty (DoLs)
 |
| 16.1 | Making application for Secure Accommodation Order. | Assistant Director, but to alert DCS.  |
| 16.2 | Application for 72-hour secure order **out of hours**.  | On-Call Director in consultation with relevant Assistant Director.   |
| 16.3 | A. Permission to place a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or B. An application (to the Secretary of State) for a child under the age of 13. | A. Director of Corporate Parenting, delegated by DCS, who then notifies DCS. B. For a child under 13 DCS must provide this permission to make an application to the SoS. |
| 16.4 | Authority to endorse application for child with Care Order to be detained under the Mental Health Act | Assistant Director. |
| 16.5 | Detention under the Mental Health Act (MHA) of children/young people who are looked after, meaning there is a corporate parenting responsibility to be notified, out of hours. | Decision made by an Approved Mental Health Practitioner (AMHP) and two Doctors that are licensed. They will make recommendations for detention that can only be formally enacted when a sanctioned clinical environment (i.e. not A&E) is identified for this purpose. The nearest relative (Corporate or otherwise) must be informed of this decision and can appeal it but not prevent it in the first instance.  |
| 16.6 | Ensuring that the secure accommodation regulations are met. | Service Manager. |
| 16.7 | Decision to place a child/young person in residential provision and/or 2:1, application to deprivation of liberty **out of hours**.  | EDT Team Manager [in consultation with Assistant Director].  |
|  | 1. Family **Placement**
 |
| 17.1 | Agreeing Adoption. | Assistant Director, then agreed by ADM. |
|  | 1. Child **Assessment Orders**
 |  |
| 18.1 | To apply for a Child Assessment Order. | Service Manager. |
|  | 1. Child **Protection Plans**
 |  |
| 19.1 | Decision to initiate Section 47 Enquiry. | Team Manager.  |
| 19.2 | Decision to call Initial Child Protection Conference following Section 47 enquiry. | Team Manager. |
| 19.3 | Decision **not** to call Initial Child Protection Conference following Section 47 enquiry. | Team Manager. |
| 19.4 | Chairing of Initial Child Protection Conferences. | Independent Chair. |
| 19.5 | Chairing of Review Child Protection Conferences. | Independent Chair. |
| 19.6 | Delay of Child Protection Conference/Review beyond timescales. | Service Co-ordinator, in consultation with Service Manager.  |
|  | 1. **Mental** **Health**
 |
|  20.1 | Agreeing to Mental Health Assessment (MHA) sections of children/young people who are not looked after **out of hours**. Decision / dispute resolution over mental health admissions of children/young people in care **out of hours**.  Decision / dispute resolutionwith other professionals where there may be a safeguarding concern – e.g. discharge of children from hospital not in accordance with agreed plan **out of hours**.  | EDT Team Manager.   EDT Team Manager [in consultation with On-Call Assistant Director].   EDT Team Manager [in consultation with On-Call Assistant Director]. |
| 20.2  | Decision to agree a specialist assessment, such as ISW assessments, Psychological or Psychiatric assessment. | Assistant Director – we must have first concluded that this is not possible to be completed in our own service ensuring social workers and own adult practitioners/services are utilised where possible. Gateway To Resources (GTR) to commission the assessment.  |
| 20.3 | Decision to agree specialist Hair Strand Tests. | Service Manager. |

## Part D: Children’s and Families (Social Care) – Financial & Practice Accountabilities

|  |  |  |  |
| --- | --- | --- | --- |
|   | Function / Accountabilities | Responsible Officer - minimum level and anyone above that position | Financial Ceiling  |
|  | 1. Financial - please note this section is also governed by the [Surrey Children's Services Procedures Manual](https://www.proceduresonline.com/surrey/cs/index.html) and by corporate policies (see [Financial Regulations June 2024](https://orbispartnerships.sharepoint.com/sites/FinanceAcademyCommunications/_layouts/15/Doc.aspx?sourcedoc=%7B093BD8F0-9FBA-4CF3-A154-139EBEA522A4%7D&file=Financial%20Regulations%20Jun%202024.docx&action=default&mobileredirect=true&DefaultItemOpen=1)). Please also see [Finance and purchasing](https://orbispartnerships.sharepoint.com/sites/finance_and_purchasing)
 |
| 20.1 | Approval of travel claims. | Line Manager. |   |
| 20.2 | Approval of orders for equipment. | Line Manager, up to the budgetary limits for that level of manager. |   |
| 20.3 | Responsibility to ensure balanced budget. | All managers. |   |
| 20.4 | Agreeing transport costs (including taxis) within Surrey boundary out of hours. | EDT Team Manager. | £500 |

## Document and Version Control

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| --- | --- | --- | --- |
| **Title** | **Scheme of Delegation** | **Status** | **Final** |
| **Purpose**  | To indicate the minimum level at which decisions can be made within Surrey County Council and reflect the level at which decisions of this kind will normally be made. | **Review** **period** | 12 months |
| **Updated by**  | Fiona Wraith, Assistant Director Family Safeguarding West | **Next review date**  | February 2026  |
| **Approved by** | Tina Benjamin, Director Corporate ParentingPatricia Denney, Director Quality Practice, Relationships & SupportMatt Ansell, Director Family Resilience & Safeguarding | **Version** | V2  |