



Children and Families

Children with Disabilities service

What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
1. Approval of Short Breaks under section 2 CSDPA or section 17 CA 1989	Chair of Short Breaks Resource Panel/Service Manager/Service director.	<p>Approval for short breaks request will be given within the Short Breaks Resource Panel. Short Breaks Resource Panel is currently held fortnightly and is chaired by the Service Manager or covering Service Manager for the Children with Disabilities team.</p> <p>Each responsible Service Manager will respond to emergency requests outside of panel meetings.</p> <p>Decision to place in overnight Residential and foster care for Short Breaks can only be made by the Service Manager.</p>	
2. Decision to provide Short Breaks under Section 20 CA 1989		Following prior authorisation from Childrens Service Manager, this should be presented to Service Director for approval. Agreement to provide short breaks under section 20 CA	

¹ Say what the activity is that is being delegated and the source of the power e.g. decision to instigate care proceedings under s 31 of the Childrens Act 1989

² Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation.

³ Include any specific conditions or constraints which apply to the delegation e.g. requirement to first consult with xxx

⁴ Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

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		does not mean that the decision to accommodate has also been made.	
3. Spot purchase care packages (not purchased via a block contract arrangement)	Responsible Service Manager for search of service, Service Director for agreement to commence service and individual costs.	All Care Plans must follow short breaks process as above.	
4. Call-off contract from a block contract (also known as Individual Placement Agreement (IPA))	Service Director – Delegated to Service Manager for block contracts.	Starting Well to complete contract overview and send to Service Manager with IPA for approval.	
5. Approval of Targeted Short Breaks Allowance applications-	Starting Well to process automatically eligible (EHCP tariff D and above) applications Applications via special circumstances (no EHCP or on tariff A – C) to go to Short Breaks Resource Panel for consideration.	Applications via special circumstances only considered on information provided by the applicant.	

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6. Approval of enhanced payment rate for Direct Payments either; <ul style="list-style-type: none"> - Hourly Rate - Activities allowance. - Holiday/short break payments 	Service Manager	<p>Decision can be made outside of panel if within 6 months of existing agreement for DP rate.</p> <p>Additional requests amounting to a change of package to be presented to panel.</p> <p>Additional costs and support plan should be clearly discussed and planned with the social worker and family.</p>	

