

Authorisation No: .....

**SCHEME OF OFFICER AUTHORISATIONS**  
**MADE PURSUANT TO PARAGRAPH 5.7 OF THE SCHEME OF DELEGATION SET OUT IN PART 3**  
**SECTION 5 OF THE CONSTITUTION**

**Delegations applicable to the Executive Director of Children's Services**

**June 2024**

Signed:...



**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

## **Purpose**

The Executive Director of Children's Services ('Director') authorises the officers named below to exercise the functions delegated to him by the Council and the Cabinet under the non-executive and executive schemes of delegations respectively set out under Part 3, Section 5 of the Constitution.

## **Extent of Authority**

This authorisation shall continue in force unless and until it is revoked by the Director. In the meantime, this list may be updated by the Director wishing to authorise others to exercise the powers delegated to the Director under the provisions of the Scheme of Delegation set out in Part 3 Section 5 of the Constitution.

The Director authorises the Officers holding the posts identified in this authorisation and unless revoked by the Director shall continue to be operative despite a change in the identity of the post-holders. A post-holder taking up another post with or leaving the employment of the County Council will not be entitled to exercise the powers authorised to him/her set out below unless such post is identified in this authorisation.

The authority is personal to the post-holders which means there is no power for them to give permission to other officers to carry out the functions below.

All officers authorised to exercise functions on behalf of officers with delegated functions are required to do so in compliance with the law, the County Council's Constitution, the Contract Procedure Rules, the Financial Procedure Rules, Equalities Requirements, their job remit and job description and other relevant policies and procedures. Please note there are specific consultation requirements with Officers and members in making any decisions regarding the authorisations set out in this authorisation.

The remaining part of this authorisation will refer to the Director as 'DCS'.

Signed:..... 

**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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Version 2.2 June 2024

Due for revision: March 2025

<b>Decision Category Number</b>	<b>Power to be delegated</b>	<b>Officers authorised to exercise delegated powers</b>	<b>Consultee</b> Please note that the Constitution requires additional consultation with Members and Senior Officers as required.
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<b>1 Powers related to schools and Governing bodies</b>			
1.1	To exercise all functions relating to the areas of responsibility in relation to schools and governing bodies.	Director of Education	DCS, Schools Finance Manager,

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**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

1.2	Additional Governors and Withdrawal of Delegated Budget from Special Measures Schools and Notice to Improve, Formal Warning Notice.  To take action (in accordance with Sections 59-66 Part 4 of Education and Inspections Act (2006) or any legislation replacing or amending it including the power of the LA to intervene, to appoint additional Governors, to suspend the right to a Delegated budget, make Application to Secretary of State for an Interim Executive Board (IEB).	Director of Education	DCS, Finance Business Partner,
1.3	Appointment of LA representatives on school Governing bodies. To make any order under Section 20 Education Act 2002 (or any legislation replacing or amending it) to approve or revise the Instrument of government for schools maintained by the Local Authority.	Education Lead with responsibility for Governance	

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1.4	Instrument of Government To make any order under Section 20 Education Act 2002 (or any legislation replacing or amending it) to approve or revise the Instrument of Government for schools maintained by the Local Authority.	Education Lead with responsibility for Governance	
1.5	To agree the syllabus for religious education .	Head of School Improvement	Standing Advisory Council on Religious Education (SACRE)
1.6	To endorse the governors action plan in respect of any school requiring Special Measures or Notice to Improve after an inspection by Ofsted under the Education Acts.	Head of Education Strategy & Inclusion	Education Lead with responsibility for Governance

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<b>2 Admissions Criteria, including powers under Section 89 of the School Standards and Framework Act 1998</b>			
2.1	To exercise all functions relating to the areas of responsibility in relation to school admission criteria for schools.	Director of Education	Head of Commissioning for Learning
2.2	To authorise variations to the wording of the model admission criteria for schools in accordance with the principles of the Statutory guidance	Head of Education Planning and Infrastructure	Relevant Governing Body
2.3	To agree the position of the religious criterion in the admissions criteria of Voluntary Controlled Schools on the basis of current practice.	Head of Education, Planning and Infrastructure	Relevant Governing Body

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<b>3 Financial Assistance for Pupils and Students</b>			
3.1	To exercise all functions relating to the areas of responsibility in relation to financial assistance for pupils and students, including financial contributions relating to transport., Free School Meals, Uniforms etc..	Director of Education	Head of Education, Planning and Infrastructure
3.2	To make decisions under the Scholarships and Other Benefits Regulations 1977 (made under Section 518 of the Education Act, 1996) (or any legislation replacing or amending it) to provide financial assistance toward pupils' expenses, other than in relation to 3.4 and 3.5 below.	Head of Education Strategy, Development and Inclusion	

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3.3	To make any decision relating to the Local Authority's discretionary scheme of Assistance under the Scholarships and Other Benefits Regulations 1977 (made under Section 518 of the 1996 Education Act) (or any legislation replacing or amending it) to assist with any clothing and footwear expenses for a pupil attending a maintained School.	Head of Education Strategy, Development and Inclusion	
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3.4	To make any decision relating to the Local Authority's discretionary scheme of assistance under the Scholarships and Other Benefits Regulations 1977 (made under Section 518 of the 1996 Education Act) (or any legislation replacing or amending it) to financial support a child's boarding Education.	Head of Education Strategy, Development and Inclusion	
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Dated: 24<sup>th</sup> June 2024

3.5	Financial Support for Higher Education Students: To exercise the power delegated to the LA by the Secretary of State under Section 23(1) of the Teaching and Higher Education Act 1998 (or any legislation replacing or amending it) to determine financial support for students on designated courses.	Head of Education Strategy, Development and Inclusion	
3.6	To make any decision under Section 509 of the 1996 Education Act (or any legislation replacing or amending it) to pay the whole or part of any travelling expenses for the purpose of enabling a child to attend school.	Head of Education, Planning and Infrastructure	Senior Officer Review Group

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**Dated: 24<sup>th</sup> June 2024**

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<b>4 Attendance including Child Employment and Children in Entertainment</b>			
4.1	To exercise all functions relating to the areas of school attendance including Child Employment and Children in Entertainment	Head of Education Strategy, Development and Inclusion	Assistant Director of Legal Services (whose decision it is to initiate proceedings)
4.2	To ensure regular school attendance or 'otherwise' and parental responsibility and make operational decisions to initiate legal proceedings for failure to do so. <ul style="list-style-type: none"> <li>• Education Act 1996, s444 437 &amp; 447</li> <li>• Anti-Social Behaviour Act 2003 s 19 20 &amp; 26</li> <li>• Education Act 2005 s116</li> <li>• Education &amp; Inspections Act 2006 s103</li> </ul> (or any legislation replacing or amending the said acts)	Head of Education Strategy, Development and Inclusion	Assistant Director of Legal Services

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**Dated: 24<sup>th</sup> June 2024**

4.3	To monitor the part-time employment of children and to serve a notice in writing on an employer prohibiting him or restricting him from employing a child and to serve notice on a parent requiring information as to employment of a child in accordance with Section 559 of the 1996 Education Act . (or any legislation replacing or amending it)	Head of Education Strategy, Development and Inclusion	
4.4	To licence the employment of children in Entertainment in accordance with the various requirements of the Children and Young Persons Acts of 1933 and 1963 Sections 37-42 (or any legislation replacing or amending it) and the Children (Performance) Regulations 1968 as amended	Head of Education Strategy, Development and Inclusion	

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<b>5 Permanently Excluded Pupils</b>			
5.1	To exercise all functions relating to the local authority's duties in relation to permanently exclude children.	Director of Education	
5.2	To carry out the LA's duty to review all permanent exclusions	Head of Education Strategy, Development and Inclusion	
5.3	To ensure the preparation of an education action plan with short and long-term goals for each permanently excluded pupil's educational provision.	Head of Education Strategy, Development and Inclusion	
5.4	To oversee the monitoring of the education action plan and to co-ordinate reviews at timetable intervals.	Head of Education Strategy, Development and Inclusion	

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6 Special Educational Needs and Disability			
6.1	To exercise all functions relating to the areas of responsibility in relation to special educational needs.	Head of SEND Services Head of Service Early Years	
6.2	To exercise all functions in relation to special education needs in accordance with the Education Act 1996 (or any legislation replacing or amending it) and all other regulations and statutes in relation to such functions.	Head of SEND Services	

Signed:..... 

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**Dated: 24<sup>th</sup> June 2024**

6.3	To make any operational decision to take legal action under Paragraph 5(1) of Schedule 26 of the 1996 Education Act (or any legislation replacing or amending it) against a parent who fails to comply with the requirements of a notice serviced under paragraph 4 of the same schedule.	Head of SEND Services	
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6.4	To make any decision under Section 18 of the 1996 Education Act (or any legislation replacing or amending it) to authorise the placement of a child with special educational needs at a non-maintained special school, or at an independent School, which has been either approved by the Secretary of State under Section 347(1) of the 1996 Education Act or at which the Secretary of State has specifically approved the child's placement under Section 347(5) of the 1996 Education Act.	Head of SEND Services	
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**Dated: 24<sup>th</sup> June 2024**

6.5	To make any decision under the Scholarships and Other Benefits Regulations 1977 (made under Section 518 of the 1996 Education Act) (or any legislation replacing or amending it) to pay the whole or part of the tuition, boarding or lodging fees and expenses in respect of children with special educational needs who attend a non-maintained special school or an independent school which has been specifically approved by the Secretary of State under Section 41 of the Children and Families Act 2014 (or any legislation replacing or amending it)	Head of SEND Services	Children and Young Peoples Exceptional and Residential Needs Panel (CYPERN)
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<b>7 Financial support relating to Education, Health and Care Planning (EHCP)</b>			
7.1	To exercise all functions relating to Education and Care Planning, including identifying determining educational, health and social needs together with consideration of the additional support to meet those needs	Head of SEND Services	
7.2	To exercise all functions in relation to the identification and assessment of children with special educational needs including undertaking assessments relating to Education, Health and Care Planning and determining educational, health and social needs together with consideration of the additional support to meet those needs	Education, Health and Care Planning Service Manager Deputy Education, Health and Care Planning Service Manager	

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7.3	<p>To represent Gloucestershire County Council at:</p> <ul style="list-style-type: none"> <li>• The First Tier Tribunal (Special Educational Needs and Disability) and</li> <li>• At the mediation for the First Tier Tribunal (Special Educational Needs and Disability)</li> </ul>	<p>Education, Health and Care Planning Deputy Lead Case Coordinator Education, Health and Care Planning Lead Case Co-Ordinator Education, Health and Care Planning Locality Leads Deputy Education, Health and Care Planning Service Manager Education, Health and Care Planning Service Manager</p>	
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Signed:..... 

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7.4	To instruct the Assistant Director of Legal Services to agree any settlement in connection with any referrals for determination by the First Tier Tribunal (Special Educational Needs and Disability) or through any mediation process in connection with the Tribunal.	Education, Health and Care Planning Service Manager  Deputy Education, Health and Care Planning Service Manager  Head of Service for Integrated Adult Social Care  Assistant Director of Integrated Children & Families Commissioning	
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<b>Tier 1: Value of support up to £10,000 per annum – to determine applications for financial support relating to Education, Health and Care Planning (EHCP) and any consideration of the additional support to meet those needs</b>			
7.5	To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs	Education, Health and Care Planning Locality Lead  Education, Health and Care Planning Lead Case Coordinator	The First Tier Education and Health Care Plan Panel's recommendations Specialist Commissioning Manager

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Executive Director of Children's Services


Dated: 24<sup>th</sup> June 2024

7.6	To award and enter into contracts for financial support relating to Education Health and Care Planning	Education, Health and Care Planning Locality Lead Education, Health and Care Planning Lead Case Coordinator	The First Tier Education and Health Care Plan Panel's recommendations Specialist Commissioning Manager
7.7	To undertake annual reviews of financial support relating to Education Health and Care Planning	Education, Health and Care Planning Lead Case Co-Ordinator Deputy Education, Health and Care Planning Lead Case Co-Ordinator	Education, Health and Care Planning Case Co-ordinator

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<b>Tier 2: Value of support up to £15,000 per annum – to determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs</b>			
7.8	To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs	Deputy Education, Health and Care Planning Service Manager Education, Health and Care Planning Locality Lead	The First Tier Education and Health Care Plan Panel's recommendations Specialist Commissioning Manager

Signed:.....



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**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

7.9	To award and enter into contracts for financial support relating to Education Health and Care Planning	Deputy Education, Health and Care Planning Service Manager Education, Health and Care Planning Locality Lead	The First Tier Education and Health Care Plan Panel's recommendations Specialist Commissioning Manager
7.10	To undertake annual reviews of financial support relating to Education Health and Care Planning	Education, Health and Care Planning Lead Case Co-Ordinator Deputy Education, Health and Care Planning Lead Case Co-Ordinator	Education, Health and Care Planning Case Co-ordinator

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**Tier 3: Value of support from £15,000 to £30,000 per annum – To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs**

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Dated: 24<sup>th</sup> June 2024

7.11	To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs	Education, Health and Care Planning Service Manager Deputy Education, Health and Care Planning Service Manager	The Second Tier multi-agency Education and Health Care Plan Panel recommendations
7.12	To award and enter into contracts for financial support relating to Education Health and Care Planning	Education, Health and Care Planning Service Manager Deputy Education, Health and Care Planning Service Manager	The Second Tier multi-agency Education and Health Care Plan Panel recommendations Specialist Commissioning
7.13	To undertake annual reviews of financial support relating to Education Health and Care Planning	Education, Health and Care Planning Lead Case Co-Ordinator	Education, Health and Care Planning Case Co-ordinator


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**Dated: 24<sup>th</sup> June 2024**

Tier 4: Value of support over £30,000 - £100,000 per annum - To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs			
7.14	To determine applications for financial support relating to Education, Health and Care Planning and any consideration of the additional support to meet those needs	Head of SEND Services	The Third Tier multi-agency Education and Health Care Plan Panel recommendations Specialist Commissioning Team Manager *For young people 16-18 consultation with Head of Service for Integrated Adult Social Care
7.15	To award and enter into contracts for financial support relating to Education Health and Care Planning	Head of SEND Services	Head of Education Strategy and Development The Fourth Tier multi-agency Education and Health Care Plan Panel recommendations *For young people 16-18 consultation with Head of Service for Integrated Adult Social Care Specialist Commissioning Manager
7.16	To undertake an annual review of financial support relating to Education, Health and Care Planning	Education, Health and Care Planning Lead Case Co-Ordinator	Education and Health Care Planning Case Co-ordinator

Signed:.....



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**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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Review of decisions taken at Tier 1,2,3 and 4			
7.17	To consider referrals for the review of decisions taken at Tier 1	Education, Health and Care Planning Locality Leads Education, Health and Care Planning Service Manager Deputy Education, Health and Care Planning Service Manager	Consideration of First Tier multi-agency Education and Health Care Plan Panel recommendations

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**Dated: 24<sup>th</sup> June 2024**

7.18	To consider referrals for the review of decisions taken at Tier 2 and 3	Education, Health and Care Planning Service Manager Deputy Education, Health and Care Planning Service Manager	Consideration of First and Second Tier multi-agency Education and Health Care Plan Panel recommendations and the Head of SEND Services (in relation to Tier 3 decisions)
7.19	To consider referrals for the review of decisions taken at Tier 4	Head of SEND Services  Head of Education Strategy, Development and Inclusion in circumstances where the Head of SEND Services has considered the original application for financial support.	The Second and Third Tier multi-agency Education and Health Care Plan Panel recommendations (in relation to Tier 4 decisions)

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8 Other powers under 1996 Education Act			
8.1	To exercise all functions relating to the areas of the statutory provision of education otherwise than at school.	Director of Education	
8.2	Education Otherwise than at School Education Act (or any legislation replacing or amending it) to provide education otherwise than at school for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made.	Education, Health and Care Planning Deputy Service Manager Education, Health and Care Planning Service Manager (for children with Education, Health and Care Plans) Inclusion Service Manager for children without an Education, Health and Care Plan	

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Dated: 24<sup>th</sup> June 2024

8.3	Travel Assistance for Students attending Colleges of Further Education. To make any decision under Section 518 of the 1996 Education Act (as amended) on applications for travelling expenses to enable students with disabilities to attend colleges of further education.	Head of SEND Services Head of Education Planning and Infrastructure Head of Education Strategy, Development and Inclusion	Senior Officer Review Group
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9 Financial Assistance under Children Act 1989 to Families			
9.1	To exercise all functions relating to the areas of providing grant assistance to families in need.	Director of Childrens Safeguarding and Care Assistant Director for integrated Commissioning Children and Families	Assistant Director for integrated Commissioning Children and Families

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9.2	Grant assistance to families in need within current allocated budget. (Section 17 budgets)	Group Managers Safeguarding	Assistant Directors (North, West, East, Central See Financial Regulations <a href="#">Access to resources (sharepoint.com)</a>
9.3	Grant assistance to families with children with disabilities within current allocated budget. (Section 17 budgets)	Team Manager (up to £50)	Head of Service DCYPS See Financial Regulations <a href="#">Access to resources (sharepoint.com)</a>
9.4	Grant one off assistance to extended family/friends of children in need within current allocated budget. (Section 17 budgets)	Team Manager (up to £50)	Group Managers Safeguarding See Financial Regulations <a href="#">Access to resources (sharepoint.com)</a>
9.5	Grant one off assistance to extended family/friends of children with disabilities within current allocated budget. (Section 17 budgets)	Team Manager (up to £50)	Head of Service DCYPS See Financial Regulations <a href="#">Access to resources (sharepoint.com)</a>

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10 Legal Proceedings
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Signed:...



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10.2	Restriction of contact with a child subject to a care order (or Interim Care Order) to a person who has PR in an emergency for up to 7 days.	Assistant Director	Relevant Assistant Director
10.3	Decision for the child to be placed for adoption.  Operational decision to Initiate Emergency Protection Orders under s44 Children Act 1989 (or any legislation replacing or amending it)	Assistant Director as Agency Decision Maker	Director (Children's Safeguarding and Care) Note: The Legal Planning Meetings Adopted and Guided ('the Protocol') set out the processes for the County Council to consider: • Agency Adviser proceedings • issuing care proceedings (including stepping up from pre-proceedings)
10.4 10.1	Approve Care Plans for submission to the Court Operational decision to initiate proceedings for a Care or Supervision Order under s31 Children Act 1989 (or any legislation replacing or amending it)  Operational decision to Initiate application for the discharge of a Care or Supervision Order	Group Manager Assistant Director as chair of legal gateway panel	Director: Safeguarding and Care • seeking revocation of a Care Order, Supervision Order or Placement Order • extending a Supervision Order The Assistant Director of Legal Services (whose decision it is to initiate proceedings under ADLS1, 2 and 3 of the County Council's Scheme of Delegation set out in the Constitution) shall make such decisions in accordance with the consultation requirements set out in the Constitution and the Protocol.

Signed:.....   
Ann James  
Executive Director of Children's Services

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<b>11 Adoption</b>			
11.1	To exercise all functions relating to the areas of responsibility in relation to the County Council's powers in relation to adoption.	Head of Service Children in Care Assistant Director Central NB: Adoption West (RAA) Partnership	DCS Director Safeguarding & Care
11.2	Approve recommendations from Adoption Panel	Adoption West (RAA) Partnership	Adoption Panel Policy and Procedures Agency Advisor Adoption Decision Maker
11.3	Approve referral of applicants to the Adoption Panel. (Prospective Adopters Report)	Adoption West (RAA) Partnership	Adoption Panel Policy and Procedures Agency Advisor Adoption Decision Maker
11.4	Approve referral of children to the Adoption Panel. (Child's Permanence Report)	Assistant Director	Director Safeguarding and Care

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11.5	Authorise the payment of reasonable costs of legal representation of prospective adopters in contested proceedings, including Residence Orders and Special Guardianship Orders.	Head of Service Children in Care	Director of Safeguarding and Care Assistant Director Central
11.6	Approval of costs for Adoption Panels.	Head of Service Children in Care Adoption West (RAA)	Director Safeguarding and Care
11.7	Approval of Allowances for Adoption Orders, Special Guardianship Orders and Residence Orders	Head of Service Children in Care	Director Safeguarding and Care

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**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

<b>Decision Category Number</b>	<b>Power to be delegated</b>	<b>Officers authorised to exercise delegated powers</b>	<b>Consultee</b> Please note that the Constitution requires additional consultation with Members and Senior Officers as required.
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<b>12 Foster Carers (not specific to an individual child)</b>			
12.1	To exercise all functions relating to the areas of responsibility in relation to the provision of fostering arrangements, including but not limited to all operational arrangements for the provision of foster care.	Head of Service Children in Care Assistant Director Central	Director Safeguarding and Care
12.2	Approve individual as foster carer.	Head of Service Children in Care	Following recommendation by the Foster Care panel
12.3	Agree to foster carers operating outside Panel approval limit for exemptions and variations.	Head of Service Children in Care / ADM	Director Safeguarding and Care
12.4	Equipment for foster carers.	Service Manager: Fostering Head of Service Children in Care	Scheme of Allowances
12.5	Recruitment and advertising costs for foster carers.	Head of Service Children in Care	Director Safeguarding and Care

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

12.6	Approval of costs of training/seminars for new and existing foster carers.	Team Manager: Fostering	Service Manager Fostering
12.7	Approval costs for Foster Care Panel.	Team Manager: Fostering	Service Manager Fostering
12.8	Travelling expenses for applicants to attend training.	Team Manager: Fostering	Service Manager Fostering
12.9	Car loans/grants and property alterations for foster carers.	Head of Service Children in Care (Up to a certain amount)	Director of Safeguarding and Care & Assistant Director (Central) and DCS
12.10	Approval under Regulation 24 Care Planning, Placement and Case Review (England) Regulations (2010): Regulation 24 - Temporary approval of relative, friend or other person connected to the child	Head of Service Children in Care	Assistant Director (Central)

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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13 Looked After Children in Foster/Residential Care			
13.1	To exercise all functions relating to the areas of responsibility in relation to accommodation of children, including appropriate financial provision in relation to children in care.	Director Safeguarding and Care	DCS  Assistant Director for integrated Commissioning Children and Families

Signed:.....   
Ann James  
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Dated: 24<sup>th</sup> June 2024

13.2	Decision to accommodate a child: <ul style="list-style-type: none"> <li>• Emergency (1 working day)</li> <li>• Planned</li> </ul>	Emergency: Director of Safeguarding and Care (or nominated Deputy) Planned: Assistant Director	Admission to Care Panel (every Wednesday p.m. for all retrospective emergency placements & planned placements)) Assistant Director Recorded on child's record using 'Request for a child to become looked after and / or referral for placement'
13.3	Decision to cease accommodation for child 16-17	Assistant Directors	Director Safeguarding and Care
13.4	Exceptional Holiday Grant (In-house Foster Carers)	Head of Service Children in Care	See Financial Regulations <a href="#">Access to resources (sharepoint.com)</a>
13.5	Request other Local Authorities to act on our behalf.	Assistant Director	Director Safeguarding and Care
13.6	Decision to apply for Criminal Injuries Compensation Agency (CICA) on behalf of Child subject to a Care Order.	Assistant Director	Director of Safeguarding and Care
13.7	Sign to accept a CICA offer or award.	Assistant Director	Director of Safeguarding and Care

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

13.8	To act as "next friend" of any Child in Care with regard to a claim under the Criminal Injuries Compensation Act 1995 .(or any legislation replacing or amending it)	Social Worker	Team Manager
13.9	Remand to Local Authority Accommodation: permission to place in Non-Local Authority accommodation	Director of Safeguarding and Care Assistant Director for integrated Commissioning Children and Families	DCS
13.10	Compensation for theft from foster carers or damage to property.	Head of Service Children in Care	Assistant Director
13.11	Agree to pay legal fees associated with Foster Carer applications for Residence Order	Head of Service Children in Care	Assistant Director

Signed:.....   
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**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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14 Private Fostering			
14.1	To exercise all functions relating to the areas of responsibility in relation to private fostering arrangements.	Head of Service Children in care	Director Safeguarding and Care Assistant Director Central
14.2	Agreement to arrangements of Private Fostering.	Service Manager: Fostering	Head of Service Children in Care
14.3	Decision to apply for prohibition on a Private Fostering arrangement.	Head of Service Children in care	Director Safeguarding & Care Assistant Director Central
14.4	Decision to apply restrictions or specific requirements to private foster carers.	Head of Service Children in care	Director of Safeguarding and Care Assistant Director Central

Signed:.....   
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Dated: 24<sup>th</sup> June 2024

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15 Secure Accommodation			
15.1	To exercise all functions relating to the areas of responsibility in relation to secure accommodation for children.	Director of Safeguarding and Care	DCS  Assistant Director for integrated Commissioning Children and Families
15.2	To authorise placement of a child in secure accommodation for a period not exceeding 72 hours. S25 Children Act 1989 (or any legislation replacing or amending it) if the child is under 13 approval of the Secretary of State is required.	DCS	Decision making panel with representation from legal services
15.3	Operational decision to authorise a planned application for secure accommodation.	Director of Safeguarding and Care	DCS

Signed:..... 

Ann James  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024



Decision Category Number	Power to be delegated	Officers authorised to exercise delegated powers	<b>Consultee</b> Please note that the Constitution requires additional consultation with Members and Senior Officers as required.
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16 Agency Placements			
16.1	To authorise an agency placement for a child	DCS (for all spend over £75,000) Assistant Director for integrated Commissioning Children and Families (for all spend over £1,400pw) Director of Safeguarding and Care (for all spend over £1,400pw) Head of Placements (for all spend under £1,400pw)	Approval to take place via daily sign off meeting for all spend over £1,400pw.

Signed:.....   
**Ann James**  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024

16.2	To authorise an agency placement for a residential placement.	DCS (for all spend over £75,000) Assistant Director for integrated Commissioning Children and Families (for all spend over £1,400pw) Director of Safeguarding and Care (for all spend over £1,400pw) Head of Placements (for all spend under £1,400pw)	Approval to take place via daily sign off meeting for all spend over £1,400pw.
16.3	To authorise an agency placement at a distance for a child on social care grounds (placements at a distance (distant placements) are placements outside the area of the responsible authority and not within the area of any adjoining local authority.)	Director of Safeguarding and Care Assistant Director for Integrated Commissioning Children and Families	On recommendation of Director Safeguarding and Care Transition cases - young people 16-18 who might meet the threshold of adult services ,consultation with Head of Service for Integrated Adult Social Care or via relevant panel

Signed:.....   
Ann James  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024

16.4	To authorise an agency placement out of area for a child on social care grounds (placements out of area are placements outside the area of the responsible authority but within the area of any adjoining local authority.)	Assistant Director for Integrated Commissioning Children and Families Director of Safeguarding and Care	On recommendation of Director Safeguarding and Care Transition cases - young people 16-18 who might meet the threshold of adult services consultation with Head of Service for Integrated Adult Social Care or via relevant panel
16.5	To authorise an agency placement for a child on educational needs alone.	Head of SEND Services	* Transition cases - young people 16-18 who might meet the threshold of adult services consultation with Head of Service for Integrated Adult Social Care or via relevant panel
16.6	To authorise the placement of a child in an unregulated and unregistered provision.	Assistant Director for Integrated Commissioning Children and Families  Director Safeguarding and Care	DCS

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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<b>17.Children in Care</b> (See Appendix 1 for Parental responsibilities)			
17.1	To exercise all functions relating to parental responsibilities as set out in Appendix 1.	Head of Service Children in Care	Director of Safeguarding and Care Assistant Director Central
17.2	To act as a trustee in respect of trust monies held on behalf of children in the care of the Council.	Participation & Consultation Manager	Assistant Director of Legal Services
17.3	To act as "next friend" <sup>1</sup> of any Looked After Child with regard to a claim under the Criminal Injuries Compensation Act 1995 (or any legislation replacing or amending it)	Social Worker	Team Manager,

<sup>1</sup> In common law, a next friend (Legal English *prochein ami*) is a person who represents another person who is under disability or otherwise unable to maintain a suit on his or her own behalf and who does not have a legal guardian.

Signed:.....   
Ann James  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024

17.4	Approval of children subject to a legal order to the LA to be placed with their Parents  (The Placement of Children with Parents etc. Regulations 1991 in Volume 3 of The Children Act 1989 Guidance and Regulations entitled Family Placements)	Assistant Director	Director of Safeguarding & Care
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Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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18 Leaving Care			
18.1	To exercise all functions relating supporting care leavers	Head of Service Children in Care	Assistant Director Specialist Services

Signed:..... 

**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

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19. Powers under S106 of the Town and Country Planning Act 1990 (TCPA)			
19.1	To authorise the completion of Agreements made pursuant to TCPA dealing with the provision of educational services.	Director of Education	Head of Education Planning and Infrastructure DCS

Signed:..... 

Ann James  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024

Appendix 1: The following applies to children and parental responsibility			
<p><b>N.B. When a child/young person is accommodated under Section 20, the permission of the person(s) with Parental Responsibility is required on all occasions.</b></p> <ul style="list-style-type: none"> <li>• A Care Order does not remove parental responsibility. The Local Authority may over-ride the parents/those with parental responsibility where it is necessary in order to safeguard or promote the child's immediate welfare. The reason for so doing must be recorded on the child's file.</li> <li>• Where there is agreement, the parent should sign, and the Team Manager should counter sign.</li> <li>• Parents should be consulted and kept informed where possible and appropriate, even when they disagree.</li> </ul>			
Decision to be taken:	Where the Parent agrees the decision shall be taken by:	Where the Parent disagrees the decision shall be taken by	
Consent to school trips, camps, etc. (including consent for necessary medical treatment)	Team Manager: Children & Families /Children in Care	Director Safeguarding and Care	Appropriate risk assessments should be in place.
Consent to participate in hazardous Activities (e.g. rock-climbing or Skiing)	Team Manager: Children & Families /Children in Care	Director Safeguarding and Care	Appropriate risk assessments should be in place.
Decision to change schools	Team Manager: Children & Families /Children in Care	Director Safeguarding and Care	

Signed:..... 

**Ann James**  
Executive Director of Children's Services

**Dated: 24<sup>th</sup> June 2024**



Consent to routine/non-invasive medical or dental treatment	Foster Carer	Team Manager: Children in Care	Refer to Person Information Record (PIR) on relevant database which includes parental agreement to Emergency and non-routine treatment. However, all reasonable efforts should be made to obtain parental agreement in each instance. To sign on behalf of Head of Service, having had discussion and made decision.
Consent to surgical medical or dental treatment	Assistant Directors	Director Safeguarding and Care	Refer to Person Information Record (PIR) on relevant database which includes parental agreement to Emergency and non-routine treatment. However, all reasonable efforts should be made to obtain parental agreement in each instance. To sign on behalf of Head of Service, having had discussion and made decision.
Consent to withholding or Withdrawal of medical treatment Which may lead to the death of A child	Where there is a disagreement between parents, Social Care Services cannot agree to the withholding or withdrawing of medical treatment. Where both parents disagree with the medical recommendation to withhold or withdraw medical treatment, Social Care Services cannot give consent. In both cases the Doctors must seek a ruling from the court if they believe that the parent's decision is not in the child's best interests.		

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

Decision to be taken:	Where the Parent agrees the decision shall be taken by:	Where the Parent disagrees the decision shall be taken by:	
Funeral arrangements for a child in care.	Team Manager Children in Care	Head of Service Children in Care	
Consent to travel abroad for more than 1 month.	Assistant Director	Director of Safeguarding and Care	N.B. Travel > 1 month requires consent of court.
Consent to enlist in HM forces for a child in care aged 16 or 17.	Assistant Director	Director of Safeguarding and Care	It would be more usual to seek the discharge of the Care Order
Sign application for passport or citizenship.	Head of Service Children in Care	Assistant Director Central	See guidance from UK Passport Service. The identity and Passport Service - Guidance notes for Social Care Services when applying for passports on behalf of 'looked after <a href="#">children</a> '

Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

## Appendix 2: Amendment to Authorisation Limits

In accordance with the County Council's scheme of delegation to officers under the constitution the following officers are authorised to exercise powers delegated to me under Delegation GEN 1 in relation to the approval of any contract for works and the supply of goods and services

Officer authorised to exercise power	Description of power(s)
Director of Children's Safeguarding  Director of Strategy & Partnerships  Director of Education  Assistant Director for Integrated Commissioning: Children and Families	In accordance with the County Council's scheme of delegation to officers under the constitution these officers are authorised to exercise powers delegated to me under Delegation GEN 1 in relation to the approval of any contract for works and the supply of goods and services.

Signed:.....   
Ann James  
Executive Director of Children's Services

Dated: 24<sup>th</sup> June 2024

Head of Service: Placements	In the absence of the Assistant Director for Integrated Commissioning: Children and Families, authorised to award contracts in respect of placements with Independent Providers of Social Care for the provision of fostering, residential and leaving care services to individual Children in Care for a period not exceeding 4 weeks (28 days).
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Signed:.....   
**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

**Appendix 3: Officers authorised under scheme of delegation post holders as at 1 February 2022**

<b>Post</b>	<b>Post Holder</b>
Executive Director of Children's Services (DCS)	Ann James
Director of Safeguarding and Care	Paul Shallcross
Director of Children and Young People: Prospects	
Assistant Director for integrated commissioning Children and Families	Rob England
Head of Placements	Caroline Spamer
Director of Education	Kirsten Harrison
Head of SEND Services	Amanda Wood (nee Henderson)
Head of Education Planning and Infrastructure	Gareth Vine
Head of Education Strategy, Development and Inclusion	Philip Haslett
Head of Service Early Years	Sarah Hylton
Education Lead with responsibility for Governance	Sandra Shepherd
Education Lead (Gloucester & Cheltenham)	Anna Barker
Education Lead (Stroud & Cotswold)	Sandra Shepherd
Education Lead (Forest of Dean & Tewkesbury)	Teresa Cross
Finance Business Partner	Suzanne Hall
Education, Health and Care Planning Service Manager	Sarah Winwood
Deputy Education, Health and Care Planning Service Manager	Vacant
Education, Health and Care Planning Lead Case Co-ordinators	Various post holders
Education, Health and Care Planning Locality Leads	Various post holders
Assistant Director of Legal Services	Gillian Parkinson
Head of Service (C-SPA, MASH, Missing & Exploitation)	Claire Connolly

Signed:...



**Ann James**  
Executive Director of Children's Services

**Dated: 24<sup>th</sup> June 2024**

Team Managers	Various post holders
Group and Service Managers	Various post holders
Assistant Directors	Rachel Townsend (West), Julie Miles (East), Shabana Warne (North), Dan Jones (Central)
Adoption Agency Advisor	Natasha Wilson
Adoption Decision Maker (ADM) / Assistant Directors	Rachel Townsend (West), Julie Miles (East), Shabana Warne (North), Dan Jones (Central)
Head of Service Children in Care	Tammy Wheatley
Head of Service Care Leavers	Mark Bone,
Head of Service DCYP	Naomi Adams
Service Manager Corporate parenting	Jess Roberts, Lisa Long, Deb Owen, David Stewart
Social Worker Permanence	Various post holders
Team Manager Permanence	Various post holders
Participation & Consultation Manager	Della Keith

Signed:.....



**Ann James**

**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**

**For the avoidance of doubt: -**

- 1. Powers delegated to officers set out in this authorisation may not be delegated to any other person, unless the names officer is on annual leave or is signed off work, in these cases the duty deputy will become the responsible officer**
- 2. This delegation shall continue in force unless and until it is revoked by me**
- 3. The delegation set out in this authorisation is made to the posts identified above and unless revoked in accordance with paragraph 2 shall continue to be operative despite a change in the post title and shall apply to any new title designated in the place of the post titles referred to above.**
- 4. This delegation shall include the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of the powers authorised in this delegation.**

**Officers' attention is drawn to the:**

- Requirement to comply with any obligations imposed under the scheme of delegation to consult with others before exercising this authority.**
- The Gateway Review process identified in the Council's Contract Procedural Rules and Financial Procedural Rules and**
- The requirement to invite tenders for contract as required by the Council's Contract Procedural Rules and the publicity requirements relating to certain contracts.**

Signed:...



**Ann James**  
**Executive Director of Children's Services**

**Dated: 24<sup>th</sup> June 2024**