

Scheme of Delegation (Casework)

Please note that these are the minimum level at which there is delegated authority and that it is reasonable for line managers to move decision making up the hierarchy in order to respond to local circumstances.

ISSUE	Team Manager	Service Manager	Head of Service	Director of Children's Services	IRO
Approval to make application for Secure Order				X	
Emergency Approval for 72 hour secure accommodation				X	
Decision to accommodate under Section 20 1989 CA			X		
Decision to accommodate 16/17 year olds under Section 20 1989 CA			x		
Decision to cease C/YP looked after subject to Public Law proceedings		X			
Decision to cease C/YP looked after Section 20 up to 15 years		X			
Decision to cease to look after 16 or 17 year olds subject to Section 20				X	
Decision to move LAC placement			X		
Out of area bordering placements (Lancashire)			X		
At a distance placements (Not Lancashire)				X	
Placement of Child Under 13 years in residential care				x	
Agreement for a young person over 18 to remain in a residential placement				x	

ISSUE	Team Manager	Service Manager	Head of Service	Director of Children's Services	IRO
Approval of agency placement (fostering)			X		
Approval of agency placement (residential)			X		
Approval of agency placement over £3000 per week				x	
Approval for agency placement (off framework)				X	
Placement with Parents			X		
Consent to medical examination and treatment of looked after child (if parent not readily available or not willing to sign)	X				
Consent to general anaesthetic for LAC		X			
Criminal Injuries Compensation claim		X			
Consent to travel abroad - LAC		X			
Consent to marry				X	
Consent to enlist in HM Forces		X			
Decision to initiate Legal advice			X		
Decision to initiate Legal action			X		
Decision to initiate legal action for children 13 years and older				x	
Authorisation of statement to Court	X				
Approval of RO allowance / SGO allowance			x		
Signature of Change of Name Deed for LAC			X		
Authorisation of surveillance				X	
Approval for permanence for child in foster placement			X		

Remand to Local Authority Accommodation		X YOT Service Manager			
Use of Pace Bed		X YOT Service Manager			
ISSUE	Team Manager	Service Manager	Head of Service	Director of Children's Services	IRO
To Chair a stage one missing from home meeting	X				
To Chair a stage two missing from home meeting					X
To Chair stage 3 missing from home meeting		X			
Agreement to authorised absence from education (with agreement from Head Teacher)				x	
Consider the decisions of a LAC review within 5 working days and confirm agreement to these	X				
Agreement to propose cancellation of LAC review or CP Conference where this decision would result in review being out of timescale		X			X
Declaration of Parentage		X			
To agree matters relating to litigation				x	
To act as designated complaints officer		X			
To agree to complaint progressing beyond stage one			X		
Agreement to start an employee pre-DBS clearance					
Staying Put agreement / Allowance			X		
Adoption ADM			X		
Fostering ADM			X		

Adoption Panel Appointment	X				
ISSUE	Team Manager	Service Manager	Head of Service	Director of Children's Services	IRO
Adoption Support		X			
Care Plans / Pathway Plans	X				X
Suspend Contact with Parents	X				
Terminate Contact with Parents	X				
Emigration				X	
Exemptions and extensions from Fostering limit			x		
Fostering Panel appointments	X				
Passports for Our Children	X				
Private Fostering Assessments		X			
Decision to convene ICPC	X				X
Moving School				x	
Fostering to Adopt			x		
Immediate Placement with Connected Person (REG 24)			X		