

Scheme of Delegation (Casework/Financial July 2019)

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. For review June 2020.

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ 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 (exception out of hours: service manager)			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 placement		x			
Out of area bordering placements (Lancashire)		x			
At a distance placements under 20 miles			x		
At a distance placement over 20 miles				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	

Placement with Parents			x		
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Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
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 Our Children		x			
Consent to travel abroad – Our Children		x			
Consent to marry			x		
Consent to enlist in HM Forces		x			
Decision to initiate Legal advice		x			
Decision to commence PLO preproceedings			x		
Decision to commence care proceedings			x		
Decision to seek an EPO			x		
Decision to initiate Legal action on a child already in our care			x		
Decision to initiate legal action for children 13 years and older			x		
Authorisation of statement to Court	x				

Signature of change of name deed for Our Children		x			
Authorisation of surveillance				x	
Approval for permanence for child in foster placement			x		
Remand to Local Authority Accommodation		x YOT Service Manager			

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Use of Pace Bed		x YOT Service Manager			
To Chair a stage one missing from home meeting	x				
To Chair a stage two missing from home meeting	x				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 an Our Children review within 5 working days and confirm agreement to these	x				
Agreement to propose cancellation of Our Children review or CP Conference where this decision would result in review being out of timescale		x			x
Declaration of Parentage	x				

Adoption ADM				x	
Fostering ADM			x		
Adoption Support		x			
Care Plans/Pathway Plans	x				x
Suspend Contact with Parents	x				
Terminate Contact with Parents	x				
Emigration				x	
Passports for Our Children	x				
Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Private Fostering Assessments		x			
Decision to convene ICPC	x				x
Moving School (not exam years)		x			
School Placement if they have an Education, Health and Care (EHC) plan			x Head of SEND		
Fostering to Adopt		x			
Immediate Placement with Connected Person (REG 24)		x			

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Financial Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Approval of agency placement (fostering) under £1,000 per week		x			
Approval of agency placement (residential) under £3,500 per week			x		
Approval of agency placement over £3,500 per week but under £4,800			x		
Approval of agency placement over £4,800 per week				x	
Approval of agency IFA foster placement £865 per week and below		x			
Approval of agency IFA placement £865 and above up to £1,500			x		
Approval of staying put up to £438 per week	x				
Approval of staying put up to £500 per week		x			
Agreement to financial support SGOs, adoption allowances			x		
Agreement to 16+ accommodation costs up to £1,250 including one off allowances, birthday, HE costs leaving care grant		x			
Agreement to 16+ costs up to £3,000			x		
Section 17/Our Children payments up to £100 per week	x				
Section 17/Our Children payments up to £200 per week	x				

Section 17/Our Children payments up to £500 per week		x			
Financial Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Section 17/Our Children payments up to £3,500 per week			x		
Approval for agency placement (off framework)			x		
Criminal Injuries Compensation claim		x			
Approval of RO allowance / SGO allowance			x		

Miscellaneous Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
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	x				
Adoption Panel Appointment	x				
Exemptions and extensions from Fostering limit		x			
Fostering Panel appointments	x				