

SCHEME OF DELEGATED RESPONSIBILITY – Updated January 2020

Director for Children’s Services holds ultimate responsibility. On agreement with Heads of Service the following delegated responsibilities have been agreed:

PLANNING FOR CHILDREN IN NEED	
Delegated to	Action required
Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)	<ul style="list-style-type: none"> • Authorise specialist assessment (requiring funding) • Signing Residential Assessment agreements
Head of Service – also Agency Decision Maker (ADM) (In the absence of the Head of Service this will be delegated to the Deputy Director)	<ul style="list-style-type: none"> • Agreement for Bed & Breakfast use for children refusing s20 but has nowhere to reside in an emergency (1 night only whilst CSC assess/liaise with housing)
Director for Children’s Services (In the absence of the DCS this will be delegated to the Chief Executive or Deputy Director)	<ul style="list-style-type: none"> • Permission to speak to Media on behalf of Children’s Services
CHILD PROTECTION	
Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)	<ul style="list-style-type: none"> • Chair Complex Strategy Meetings (<i>any child or young person who has received inpatient treatment due to a serious and significant injury as a result of potential physical harm or sexual abuse</i>) • Notifications of an offence
Deputy Director (In the absence of the Deputy Director this will be delegated to the Director for Children’s Services)	<ul style="list-style-type: none"> • Decision to allow the police to publicise a missing child in care
DECISION TO ACCOMMODATE	
Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)	<ul style="list-style-type: none"> • Decision to accommodate Child in an emergency • Decision to accommodate Child in a planned manner (<i>through the CLAARC Panel</i>) • Decision to go off Framework (Independent Fostering Agency) • To agree short breaks via residential service or Link and to authorise continuation of short breaks
Head of Service (In the absence of the Head of Service this will be delegated to the Deputy Director)	<ul style="list-style-type: none"> • Use of Bed & Breakfast accommodation for Children who are already looked after • Decision for placement out of county

CARE PROCEEDINGS

Service Manager

(In the absence of the Service Manager this will be delegated to the **Head of Service**)

- Permission to have short Legal discussion
- Decision to endorse and sign of Interim Care Plan
- Decision to apply for discharge or variation of a Care Order (CO) or Supervision Order (SO) or Emergency Protection Order (EPO)
- Authority to apply to court for a Child Assessment Order (s43 CA89)
- Authority to apply to a Court for discharge or variation of a Supervision Order (s39 Children Act 1989)
- Authority to apply to a Court for the discharge of an Order committing a child to the care of the Council (s39 Children Act 1989)
- Authority to consent or refuse consent to the naming of the Council as Supervisor of a child or young person under a Supervision Order made by a Court where the child or young person does not reside within the area of the Council. (s13(1) Children and Young Person Act 1969)
- Authority to apply to a Court for leave and to apply if leave is granted for a Prohibited Steps or Specific Issue Order
- Authority to agree to the Court making a Family Assistance Order within Family proceedings (s16 CA89)
- Authority to deal with consultations from the Local Education Authority with regard to proposed applications for Education Supervision Orders
- Authority to investigate the circumstances of a child when directed to do so by the Court on the discharge of an Education Supervision Order or at the request of the LEA when a child has persistently failed to comply with directions under an Education Supervision Order (paras 17(2) and 19(2) Sch. 3 (Children Act 1989))
- Supporting private application for Child Arrangement Order including an application by foster carer or approving financial support for legal costs of a CAO/approving allowances
- Support family members application for a special guardianship as an alternative to care proceedings or approving SGO allowances – *supported by Fostering Team Manager*
- Agreeing Specialist Assessment (outside of CLAARC Panel)
- Duty to consult the appropriate Local Education Authority when proposing to accommodate a child in an establishment at which education is provided (S.28 Children Act 1989)
- Authority to review the case of each child being looked after by the Council in accordance with the provisions of Section 26 of the Children Act 1989

Head of Service – also Agency Decision Maker (ADM)

(In the absence of the Head of Service this will be delegated to the **Deputy Director**)

- Decision to commence PLO/Care Proceedings (*through the CLAARC Panel*)
- Decision to commence proceedings in an emergency i.e. EPO, or extensions of such order
- Decision to endorse the Care Plan for the final hearing
- Decision to discharge a child from accommodation – where the parent has not made the request
- Authority to apply to court for a Recovery Order, with to without a warrant to enter premises (s50 CA89)

	<ul style="list-style-type: none"> • Authority to commence wardship proceedings with leave of the court (s100 CA89) • Authority to appeal against a decision of the Court in respect of the transfer or proposed transfer of proceedings between Magistrates Court and County Court and High Court (s84(10) CA89) • Authority to appeal to the high court against a decision of the Magistrates Court • Authority to discharge a child placed, on welfare grounds, in Secure Accommodation (other than those young person's subject to a Court ordered remand) • Approve a decision to place a child in care with a parent or approve a decision to place a child in care with a parent before the assessment is complete
<p>Deputy Director (In the absence of the Deputy Director this will be delegated to the Director for Children's Services)</p>	<ul style="list-style-type: none"> • Authority to apply for a Secure Accommodation Order

CHILDREN LOOKED AFTER

<p>Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)</p>	<ul style="list-style-type: none"> • Withhold whereabouts of child in care from a person - usually the parent - after Legal consultation • Authority to admit a child into care and discharge a child from care under s20 (including a planned series of short term breaks) • Agreeing a placement move • Decision to apply for leave of the Court for a child in care to live outside of England or Wales • Permission for a child subject to a care order to be "known as" another surname • Decision to apply for a recovery order for a child who is in care and subject to an EPO or in Police Protection • Authority to give consent for young people to undertake activities or outings, when they are looked after by the authority • Private Fostering – Approve assessment of private foster carers • Payments for: SGO Allowance, CAO Allowance, FCP for Reg 38 • Arrangement for Disruption meeting of permanent foster placements – with Team Manager and IRO • Change of schools for child looked after <p>HEALTH/MEDICAL</p> <ul style="list-style-type: none"> • Minor and/or routine medical treatment for C/YP on orders – with authority from parents if appropriate • Notification to a parent of CLA that their child has been injured or admitted to hospital • Authority to give consent to a child taking contraception when they are looked after by the authority and are subject to a care order • Emergency medical treatment which may or may not involve general anaesthetic for CYP on orders • Funeral arrangements following the death of a Looked After Child
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<p>Head of Service – also Agency Decision Maker (ADM) (In the absence of the Head of Service this will be delegated to the Deputy Director)</p>	<ul style="list-style-type: none"> • Allocate residential placement <u>within or outside of</u> Rutland • Schedule 3 (Placement with Parents Regs) • Schedule 4 (Placement with a connected person) • Arranging for an accommodated child to live outside England and Wales or to make an application to court for a child in care to live outside England and Wales • Designated Manager (External Placements) - Agreement to fund the placement of a child/young person in an external residential placement (e.g. community home, residential school, residential respite facilities) • Consent to allow foster carer to take child looked after out of the country for holiday (in school holidays only) • Approve Foster Carers – <i>following Fostering Panel recommendations</i> • Terminate approval of foster carers – <i>following Fostering Panel recommendations</i> • Regulation 24- Agreement for emergency placements with family/friends • Approve Plan for Permanence (Fostering) • Permission to advertise / appear in media <p>HEALTH/MEDICAL</p> <ul style="list-style-type: none"> • Authorise testing for blood borne virus for C/YP on orders • Notification following the death of a child looked after/serious harm to a child in a residential unit or a foster carers home – shall also notify Chief Executive, Director, Deputy Director, Heads of Service, Lead Member, Comms Team, IRO • Notification to Ofsted of serious harm to a child
<p>Deputy Director (In the absence of the Deputy Director this will be delegated to the Director for Children’s Services)</p>	<ul style="list-style-type: none"> • Authority to apply for a Secure Accommodation Order • Planned medical treatment involving surgery and general anaesthetic for C/YP on orders –upon consultation with treating physician and parents if possible - <i>Social Worker to attend hospital to represent CSC</i> • Review / change End of Life Care Plans • Permission for a child subject of a care order to marry
<p>Director for Children’s Services (In the absence of the DCS this will be delegated to the Chief Executive or Deputy Director)</p>	<ul style="list-style-type: none"> • Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant for C/YP on orders – upon consultation with treating physician and parents if possible • Decision to withhold or withdraw life preserving medical treatment for C/YP on orders – upon consultation with treating physician and parents if possible
<p>Child’s Carer</p>	<ul style="list-style-type: none"> • Authorisation for school trips - <i>working on the premise of ‘a responsible parent’</i>
<p>Other</p>	<ul style="list-style-type: none"> • Authorities for C/YP on Placement Orders placed with pre-adoptive parents - Permissions to be identified on Adoption Support Plan and Placement

CARE LEAVERS

<p>Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)</p>	<ul style="list-style-type: none"> • Authorise Rent Deposit / Rent Guarantees (s23(2) Children Act 1989) • Authorise emergency accommodation • Higher Education Grants (University Entrants) • Authorise unaccompanied trips abroad
<p>Head of Service – also Agency Decision Maker (ADM) (In the absence of the Head of Service this will be delegated to the Deputy Director)</p>	<ul style="list-style-type: none"> • Authority to apply to the Court for leave to change a child’s surname who is the subject of a Care Order. (S.33 Children Act 1989) • Authority to allow a child in care to join army at 16 years

ADOPTION

<p>Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)</p>	<ul style="list-style-type: none"> • Agree adoption allowance • Remove child from prospective adopters – following Legal Planning Meeting
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CONTACT WITH PARENTS

<p>Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)</p>	<ul style="list-style-type: none"> • Decision to refuse parental contact with a CYP subject to a Care order – up to seven days in an emergency – when necessary to do so in order to safeguard/promote child’s welfare – upon consultation with Legal • Decision to apply for an order authorising the Authority to refuse contact – upon consultation with Legal •
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CRIMINAL INJURIES COMPENSATION CLAIMS

<p>Head of Service – also Agency Decision Maker (ADM) (In the absence of the Head of Service this will be delegated to the Deputy Director)</p>	<ul style="list-style-type: none"> • Approve for Child Looked After • Approve appeal for Child Looked After • Delegated person to hold CICA fund for CLA
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FINANCE

<p>Team Manager (In the absence of the Team Manager this will be delegated to the Service Manager)</p>	<ul style="list-style-type: none"> • One off Payments (nonrecurring) – up to £1,000 on any one family p.a • Fortnightly Carer Payments
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<p>Service Manager (In the absence of the Service Manager this will be delegated to the Head of Service)</p>	<ul style="list-style-type: none"> • Cumulative payment of up to £5000 p.a. per family • Disabled children resource up to £20,000 per year per child
<p>Head of Service – also Agency Decision Maker (ADM) (In the absence of the Head of Service this will be delegated to the Deputy Director)</p>	<ul style="list-style-type: none"> • Disabled children resource above £20,000 per year per child • Post adoption expenses as identified in adoption support plan • Inter-agency adoption expenses • Step-parent adoption expenses • Inter-country adoption expenses • Skills payments

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