

SCHEME OF DELEGATED RESPONSIBILITY – October 2017

Director of People holds ultimate responsibility, on agreement with Heads of Service (HOS) the following delegated responsibilities has been agreed:

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
PLANNING FOR CHILDREN IN NEED		
Child and Family Assessments	Team Manager (TM)	Service Manager (SM)
Signing Off Missing from Home exemplars	TM	SM
Authority requesting family support service	SW	TM
Authority requesting referral to Family Group Conference	SW/TM	SM
Arrange and Chair Child in Need meetings	SW/SSW/PSW	TM
Authorise specialist assessment (requiring funding)	ARC/CLA Panel	ARC/CLA Panel
Signing Residential Assessment agreements	SM	HOS
Authorisation for CRB	TM / Human Resources	SM / HR
Permission to speak to Media on behalf of CCC	Director / Press Office	Director / Press Office
Complex Case Reviews	TM	SM
Disabled CYP – Eligibility for Assessment	SW	TM
Disabled CYP – Eligibility for Services	SW	TM
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)	HOS & SM	HOS
Agreement to close cases	TM	SM
Authority to give assistance in kind or in cash to any child being looked after by the Council with a view to promoting his/her welfare when he/she ceases to be looked after by the Council (s24(1) and (2) Children Act 1989). (In any one case in any one year)	TM up to £3000	SM
Authority to determine whether to advise and befriend a person who qualifies for advice and assistance but where there is no duty to do so (s24(7) Children Act 1989).	TM	SM
Authority to give assistance in kind or in cash to any person who qualifies for assistance (s24(7) Children Act 1989). (In any one case in any one year).	TM up to £1000	SM
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILD PROTECTION		
Initiate s47 enquiries	TM	SM
Approving outcome of s47 enquiries	TM	SM

Chair s47 case discussions and Strategy meetings	TM LADO for allegations concerning professionals or of organised abuse	SM LADO/HOS
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>)	TM	Other TM/SM
Request an Initial CP Conference	TM	SM
Make child subject to a Child Protection Plan*	Chair of CP Conference	<i>Chair of Conference to sign conference minutes to endorse decision.</i>
Chair Core Group Meetings	SW (2 years post qualified)	SSW/PSW/TM
Planning in respect of child where s47 enquiries have not resulted in likelihood of significant harm	SW/SSW	TM
Remove child from being subject of CP Plan	Chair of CP Conference within a multi-agency context	<i>Chair to sign minutes to endorse this decision</i>
Referral to Serious Case Review	Director	Director/HOS
Authorise Serious Case Review	Chair of LSCB	Chair of LSCB /Director
Notifications of an offence	TM QA Team	HOS
Decision to allow the police to publicise a missing child in care	HOS	Director
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
DECISION TO ACCOMMODATE		
Decision to accommodate Child in an emergency	SM (CSC)	HOS
Decision to accommodate Child in a planned manner	ARC/CLA Panel	ARC/CLA Panel
Sign off paperwork for CTAPP Applications	TM	SM
Use of B& Breakfast accommodation for Children who are already looked after (only as a last resort)	HOS following SM agreement	HOS
Decision for placement out of county	SM	HOS
Decision to go off Framework (Independent Fostering Agency)	SM	HOS

To agree short breaks via residential service or Link and to authorise continuation of short breaks	SM	HOS
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CARE PROCEEDINGS		
Decision to commence PLO/Care Proceedings	ARC/LAC Panel	ARC/LAC Panel
Decision to commence proceedings in an emergency i.e. EPO, or extensions of such order	HOS following SM agreement	HOS
Permission to hold Legal Planning Meeting	TM	SM
Permission to have short Legal discussion	TM	SM
Decision to endorse and sign of Interim Care Plan	TM	SM
Decision to endorse the Care Plan for the final hearing <i>Only the Agency Decision Maker has the authority to change endorsed panel decision, i.e. plan for adoption etc.*</i>	SM	HOS
Decision to apply for discharge or variation of a Care or Supervision Order or Emergency Protection Order	TM SO SM CO and EPO	HOS
Decision to discharge a child from accommodation – where the parent has not made the request	HOS	HOS
Authority to apply to court for a Recovery Order, with to without a warrant to enter premises (s50 CA89)	SM	SM
Authority to commence wardship proceedings with leave of the court (s100 CA89)	HOS	HOS
Authority to apply to court for a Child Assessment Order (s43 CA89)	SM	HOS
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)	HOS	Director
Authority to appeal to the high court against a decision of the Magistrates Court	HOS	Director
Authority to apply to a Court for discharge or variation of a Supervision Order (s39 Children Act 1989)	TM	SM
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)	TM	SM
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)	TM	SM

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CARE PROCEEDINGS		
Authority to apply to a Court for leave and to apply if leave is granted for a Prohibited Steps or Specific Issue Order	TM	SM
Authority to agree to the Court making a Family Assistance Order within Family proceedings (s16 CA89)	TM	SM
Authority to discharge a child placed, on welfare grounds, in Secure Accommodation (other than those young person's subject to a Court ordered remand)	HOS	HOS
Authority to deal with consultations from the Local Education Authority with regard to proposed applications for Education Supervision Orders	TM	SM
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)).	TM	SM
Signing off of court statements in proceedings	TM	SM
Section 7 Reports – Sign Off	TM	SM
Section 37 Reports – Sign Off	SM	HOS
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	SM	HOS
Support family members application for a special guardianship as an alternative to care proceedings or approving SGO allowances	SM (with fostering TM)	HOS
Agreeing Specialist Assessment (outside of CLA/ARC Panel)	SM	HOS
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).	SM	HOS
Authority to appoint an independent visitor or to befriend children being looked after having little or no communication with a parent or guardian (Para 17 Sch 2 Children Act 1989).	TM	SM

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CARE PROCEEDINGS		
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.	SM	HOS
Nominated Officer (Placement of a Child Looked After subject to Care Order or Interim Care Order with Parents) 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	HOS	HOS/ADM
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILDREN LOOKED AFTER (CLA)		
Agreement to a “connected person” foster placement when a parent is living in the same household	HOS	Director
Agree Emergency placement	SM/HOS	See Procedures
Allocate foster placement	Fostering Service TM	SM
Allocate foster placement out of Rutland LA area (but within the neighbouring authorities)	SM	HOS
Allocate foster placement out of Rutland LA area (including out of neighbouring authorities)	SM	HOS
Allocate residential placement <u>within</u> Rutland	HOS	Director
Allocate residential placement <u>outside</u> of Rutland LA area	HOS	Director
Authorise interim purchase placement	SM	HOS
Authorise planned purchased placement	SM	HOS
Authority to apply for a Secure Accommodation Order	HOS / Secure Accommodation Panel	Director
Decision to exclude person with PR from the review process	Independent Review Officer	HOS
Notification to a parent of CLA that their child has been injured or admitted to hospital	SW	TM
Minor and/or routine medical treatment for CYP on orders	Foster Carer, with signed paperwork from TM and parents (if appropriate)	SM

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILDREN LOOKED AFTER		
Authorise testing for blood borne virus for CYP on orders	HOS	Director
Emergency medical treatment which may or may not involve general anaesthetic for CYP on orders Out of Hours – as above	Foster Carer, with signed paperwork from LA	HOS with consultation with treating physician and parent if possible.
Planned medical treatment involving surgery and general anaesthetic for CYP on orders	HOS authorisation. <i>Social Worker to attend hospital to represent CSC.</i>	Director authorisation
Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant for CYP on orders	HOS	Director
Decision to withhold or withdraw life preserving medical treatment for CYP on orders	Director in consultation with treating physician and parents	Director
Review / change End of Life Care Plans	IRO is to Chair meeting if possible. HOS to consult appropriately with necessary persons including parent /person with PR Legal and Head of Service	HOS
Withhold whereabouts of child in care from a person - usually the parent.	TM/SM after Legal consultation	HOS
Notification following the death of a child looked after/serious harm to a child in a residential unit or a foster carers home	SW/TM to inform SM	SM to notify: HOS SQA Manager CHIEF EXEC LEAD MEMBER COMS SERVICE DIRECTOR CSC

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILDREN LOOKED AFTER		
Funeral arrangements following the death of a Looked After Child.	SM If s20 – parent responsible for arranging	HOS
Notification to OFSTED of serious harm to a child	HOS	Director
Schedule 3 (Placement with Parents Regs)	HOS	HOS
Schedule 4 (Placement with a connected person)	ADM	ADM
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	HOS	HOS
Authority to admit a child into care and discharge a child from care under s20 (including a planned series of short term breaks).	SM	HOS
Responsibility for matching the needs of children to placement available: a) In-house Residential	TM in consultation with SM	SM
b) Foster Care (In-house and Individual/Outside	TM (Fostering)	SM
c) Outside Residential	SM	HOS
d) Inter-Agency placement (adoptive or long term)	SM	HOS
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)	HOS	HOS
Agreeing a Placement Move	SM	SM
Passport application for child subject to a care order	TM	SM
Decision to apply for leave of the Court for a child in care to live outside of England or Wales	SM	HOS
Permission for a child subject to a care order to be “known as” another surname	TM	SM
Permission for a child subject of a care order to marry	HOS	Director
Decision for a child looked after to have a normal social visit over night	TM	Can be delegated to foster carer via placement information record / review / safety plan.

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CHILDREN LOOKED AFTER		
Regular and extended stays with friends	TM	Can be delegated to foster carer via placement information record / review / safety plan.
Regular and extended stays with family	SM	HOS (ADM where this is extended and regular)
Authorisation for school trips for Children Looked After	Child's carer working on the premise of 'a responsible parent'	SM
Authorities for CYP on Placement Orders and placed with pre-adoptive parents.	Permissions to be identified on Adoption Support Plan and Placement	
Decision to apply for a recovery order for a child who is in care and subject to an EPO or in Police Protection	SM	HOS
Inform member of public of the identity and concerns about a person who is considered a risk to children.	Multi Agency process to be followed ie : 1) MAPPA Process 2) Police Offender Disclosure process 3) Forming a belief process	
Mental Health Act - act as nearest relative for child looked after	s20 – with family Care order – TM	SM
Authorise Form F for prospective foster carers	TM Fostering	SM
Approve Foster Carers	Agency Decision Maker, consideration from Fostering Panel recommendations	ADM
Terminate approval of foster carers	Agency Decision Maker, consideration from Fostering Panel	ADM

	recommendations	
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILDREN LOOKED AFTER		
Exemptions for foster carers	TM Fostering / SM	HOS/ADM
Private Fostering – Approve assessment of private foster carers	SM	HOS
Private Fostering – Designated Officer	TM Fostering	Service Manager
Private Fostering – Authorise legal action to prohibit private carer from looking after a child or to impose, vary or remove requirements.	HOS in consultation with Legal	Director
Permanence – CPR's and Form E's for submission to Panel	TM/SW	HOS (including QA)
Permanence - Approve adopters	Agency Decision Maker, considering Panel recommendations	ADM
Permanence – Terminate approval of adopters	Agency Decision Maker, considering Panel recommendations	ADM
Agreement for emergency placements with family/friends Regulation 24	ADM	ADM
Permanence – Agree adoption allowance	SM	HOS
Payments for: SGO Allowance CAO Allowance FCP for Reg38	SM	HOS
Approve Plan for Permanence (fostering)	ADM	ADM
Permanence – Agree inter agency adoption placement	Adoption Agency / HOS	HOS
Permanence – Remove child from prospective adopters	TM to convene legal planning meeting.	SM
Permission to advertise/appear in media	HOS	Director
Publicity / Advertising against wishes of those with parental responsibility	HOS	Director
Death of Care Leaver 18+	HOS	Director
Permission for a Young Person subject to a Care Order to join Armed Forces	SM	HOS
Arrangement for Disruption meetings of permanent foster placements	SM / TM QA Team	HOS
Nominated Officer (Disruption of Education)	SM/IRO	SM/IRO

Change of schools for child looked after		
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CHILDREN LOOKED AFTER		
Authority to give consent to a child taking contraception when they are looked after by the authority and are subject to a care order.	SM	HOS
Authority to give consent to a child having a pregnancy terminated, when they are looked after by the authority.	SM	HOS
Authority to give consent for young people to undertake activities or outings, when they are looked after by the authority.	SM	HOS
Duty to report a child/young person missing from accommodation.	SM	HOS
Authority to agree for children 16+ to exit LAC	Director	HOS
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CARE LEAVERS		
Duty to prepare a pathway plan for each eligible child for each relevant children (Reg 8 Children Leaving Care Act 2000)	TM	SM
Decision of eligibility of young person.	TM	SM
Allocate case of former YP over 18 years	TM	SM
Authorisation of Needs Led Assessment for Care Leaver	TM	SM
Apply for National Insurance Number	TM	SM
Agree Pathway Plan (18+)	TM	SM
Chair review of Pathway plan	SW	TM
To ensure each eligible child has a personal advisor Reg 12 Children Leaving Care Act 2000).	TM	SM
Close case of relevant YP	TM	SM
Authorise Leaving Care Grant	TM	SM
Authorise Rent Deposit / Rent Guarantees (s23(2) Children Act 1989).	SM	HOS
Authorise emergency accommodation	SM	HOS
Higher Education Grants (University Entrants)	SM	HOS
Unaccompanied trips abroad	SM	HOS
Designated Manager (Change of Name) 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).	HOS	HOS

Authority to allow a child in care to join army at 16 years.	HOS	Director
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
ADOPTION		
Agency Decision Maker (Adoption) Authority to make and participate in arrangements for the adoption of children whether or not looked after by the Council. (S.5 Adoption & Children Act 2002 and Regs 19 & 33 Adoption Agency Regulations 2005).	HOS/ADM	HOS
Authority to approve placement of individual children with prospective adopters (Reg. 33 Adoption Agency Regulations 2005).	HOS/ADM	HOS
Authority to approve adoption of individual children subject to Placement Orders, by foster parents. (Regulations: see above)	HOS/ADM	HOS
Authority to serve a notice on prospective adopter of intention not to allow children to remain in his/her actual custody and to apply for leave of the Court. Decision includes a child subject of an application for a placement order	HOS/ADM	HOS
Authority to visit protected children to ascertain well-being and to give advice relating to their care. (S.5 Adoption & Children Act 2002, and Reg 36 Adoption Agency Regulations 2005.)	SW/TM	SM
Authority to apply to the Court for a Placement Order for children who are subject to a Care Order or being accommodated by the Council.	HOS/ADM	HOS
Establishment of Adoption Panels and appointment of Chair and Members of each Panel (Regs 3 to 10 inclusive of Adoption Agency Regulations 2005)	HOS/ADM / Delegated to LCC	Delegated to LCC
Authority to consider and approve the recommendations of the Adoption Panels (Regs 19, 27, & 33 Adoption Agency Regulations 2005).	HOS/ADM	HOS
Authority to approve adoption allowances (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	HOS/ADM	HOS
Authority to review, vary and terminate adoption allowance (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	HOS/ADM	HOS

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
ADOPTION		
Authority to approve applications via Panel for grants to prospective adopters for house alterations, furniture and equipment (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	HOS/ADM	HOS
Authority to seek separate adoptive homes for children from a sibling group. Separate adoptive or long term foster home form children from the same sub sibling group.	HOS/ADM	HOS

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
FINANCE		
One off Payments (nonrecurring) - Up to £150 on any one family p.a	TM	SM
One off Payments (nonrecurring)– up to £1,000 on any one family p.a	TM	SM
Cumulative payment of up to £5000 p.a. per family	SM	HOS
Disabled children resources up to £20000 per year per child	SM	HOS
Disabled children resource above £20000 per year per child	SM	HOS
Fortnightly Carer Payments	SM	HOS
Post adoption expenses as identified in adoption support plan	HOS	HOS
Inter-agency adoption expenses	HOS	DCS
Step parent adoption expenses	HOS	HOS
Inter country adoption expenses	HOS	HOS
Skills payments	HOS	HOS

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CONTACT WITH PARENTS		
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	SM in consultation with Legal.	HOS
Decision to apply for an order authorising the Authority to refuse contact	SW/TM after legal consultation.	SM

Decision to refer for Supervised Contact	SW	TM
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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
CRIMINAL INJURIES COMPENSATION CLAIMS		
Approve for Child Looked After	HOS	HOS
Approve appeal for Child Looked After	HOS.	HOS
Delegated person to hold CICA fund for LAC	HOS	Director