

BANES Children's Services

Arrangements for ADM and Decision Making

The Director of Children's Services (DCS) is Jean Kelly who is the designated ADM for the department. The DCS has authorised delegation of ADM for specific decisions as follows:

NB Local Arrangements for financial authorisation limits are in place and should be followed as necessary.

1. Designated Manager (Death or Serious Injury to a Child)

The senior manager who should be notified in the event of death or serious injury to a child.

Post title: Director of Children's Services

Contact details: Jean_kelly@bathnes.gov.uk

2. Agency Decision Maker (Fostering)

The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel).

Post title: Interim Assistant Director, and Service Development Lead

Contact details: phoebe_holland@bathnes.gov.uk, felicity_groves@bathnes.gov.uk

3. Designated Manager (Fostering Panel Appointments and Panel Chair annual appraisal)

The manager who can authorise appointments to the Central List of Fostering Panel members, and who undertakes the annual appraisal of the fostering panel chair.

Post title: Interim Assistant Director

Contact details: phoebe_holland@bathnes.gov.uk

4. Designated Manager (Secure Accommodation)

The manager who can authorise:

A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or

An application for a Secure Accommodation Order; and/or

A child's continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or

Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.

Post title: Director of Children's Services

Contact details: Jean_kelly@bathnes.gov.uk

5. Designated Manager (Marriage/Civil Partnership)

The manager who can authorise the marriage/civil partnership of a Looked After child.

Post title: Director of Children's Services

Contact details: Jean_kelly@bathnes.gov.uk

6. Designated Manager (Care Proceedings)

The manager who can authorise the initiating of Care Proceedings.

Post title: Interim Assistant Director – Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

7. Designated Manager (Decision to Look After)

The manager who can authorise a child becoming Looked After.

Post title: Interim Assistant Director – Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

Or where relevant, delegated to the chair of LPM/HoS in the absence of the AD

8. Designated Manager (Emergency Protection Orders)

The manager who can authorise an application for an Emergency Protection Order.

Post title: Interim Assistant Director – Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

[Can be delegated to Head of Service Care Outcomes or Head of Service Safeguarding Outcomes in the absence of the Interim AD.](#)

9. Designated Manager (Emigration)

The manager who can authorise the placement of a Looked after child outside England and Wales.

Post title: Interim Assistant Director

Contact details: Phoebe_Holland@bathnes.gov.uk

10. Agency Decision Maker (Adoption)

The Agency Decision Maker who makes decisions on all adoption matters (some of which will be made on the basis of a recommendation of the Adoption Panel).

Post title: Service Development Manager or Interim Assistant Director - Children & Young People and Service Development Manager

Contact details: felicity_groves@bathnes.gov.uk or phoebe_holland@bathnes.gov.uk

11. Designated Manager (Placement Orders)

The manager who can authorise an application for a Placement Order.

Post title: Interim Assistant Director

Contact details: Phoebe_Holland@bathnes.gov.uk

12. Designated Manager (Special Guardianship Support)

The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.

Post title: Interim Assistant Director - Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

13. Nominated Officer (Immediate Placement of a Looked After Child with Connected Person – Regulation 24)

The manager who can authorise the placement of a Looked After child with a family or friend ('Connected Person') who is not already approved as a foster carer, under regulation 24.

Post title: Interim Assistant Director - Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

14. Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents – ‘Placement With Parents’)

The manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility or person who held a Residence Order/Child Arrangements Order specifying with whom the child was to reside immediately before the Care Order.

Post title: Interim Assistant Director - Children & Young People

Contact details: Phoebe_Holland@bathnes.gov.uk

In the absence of the Interim AD and DCS, Service Development Lead Felicity Groves can be delegated DM for Placement with Parents.

15. Nominated Officer (Change of Placement to Residential Children's Home)

The person who can authorise a placement search for a child to move from Foster Care to a Residential Children's Home.

Post title: Interim Assistant Director - Children & Young People

Contact details: Phoebe.Holland@bathnes.gov.uk

16. Designated Manager (Change of Name)

The manager who can authorise the change of name of a Looked After Child.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

17. Designated Manager (Family Time with Parents)

The manager who can authorise the suspension or termination of family time between a Looked After child and their parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

18. Designated Manager (Care Plans)

The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

19. Designated Manager (Exemptions and Extensions from Fostering Limit)

The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.

Post title: Interim Head of Service for Care Outcomes

Contact details: Joanna.Parker@bathnes.gov.uk

20. Designated Manager (External Placements)

The manager who can authorise placements of Looked After children with external providers of foster carers from an independent fostering agency.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

21. Designated Manager (Leaving Care)

The manager who can approve a Pathway Plan.

Post title: Team Manager Care Experienced Team

Contact details: Charlotte.culbraith@bathnes.gov.uk

22. Designated Manager (Notifications)

Where a Looked After Child from another local authority has been placed in the area, the manager to whom the notification should be sent.

Post title: Notification to be made to Triage Team, Safeguarding Outcomes

Contact details: childcare_duty@bathnes.gov.uk

23. Designated Manager (Passports)

The manager who can authorise a passport application for a Looked After child.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

24. Designated Manager (Private Fostering)

The manager who can impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam.Macdonald@bathnes.gov.uk, Joanna.Parker@bathnes.gov.uk

25. Designated Manager (Special Guardianship)

The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam_Macdonald@bathnes.gov.uk, Joanna_Parker@bathnes.gov.uk

26. Nominated Officer (Disruption of Education)

The manager who can authorise the change of placement affecting a Child in Care after child in Key Stage 4.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam_Macdonald@bathnes.gov.uk, Joanna_Parker@bathnes.gov.uk

27. Nominated Officer (Fostering for Adoption)

The person who can authorise Fostering for Adoption.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam_Macdonald@bathnes.gov.uk, Joanna_Parker@bathnes.gov.uk

28. Nominated Officer (Out of Area Placements)

The manager who can authorise the placement of a Child in Care outside the area of the local authority.

Post title: Heads of Service for Safeguarding Outcomes and Care Outcomes

Contact details: Sam_Macdonald@bathnes.gov.uk, Joanna_Parker@bathnes.gov.uk

29. Designated Manager (Adoption Panel Appointments)

The manager who can authorise appointments to the Central List of Adoption Panel members.

Post title: Adoption West Service Manager

Contact details: Alison.Lewis@adoptionwest.co.uk

30. Designated Manager (Adoption Support)

The manager who can authorise the level of adoption support to be provided to children, adopters and their family or birth family members.

Post title: Adoption West Service Manager

Contact details: Alison.Lewis@adoptionwest.co.uk

Financial Adoption Support must be agreed by the Head of Service Care Outcomes
Jo_parker@bathnes.gov.uk