

Scheme of Delegation (Casework/Financial September 2023)

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 Sept 2024.

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 home		X			
Out of area bordering homes (Lancashire)		X			
At a distance homes under 20 miles		X			
At a distance home over 20 miles			X		
Child under 13 years being placed in residential care				X	
Agreement for a young person over 18 to remain in a residential home			X		

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Living with parents under a HPA		X			
Search for alternative home		X			
Decision to end living with parents (HPA) with 14 days notice/immediately		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 Our Children		X			
Consent to travel abroad – Our Children	X				
Consent to enlist in HM Forces		X			
Decision to initiate Legal advice outside of panel process	X				
Decision to commence PLO pre-proceedings			X		
Decision to commence care proceedings			X		
Signature of change of name deed for Our Children	X				
Authorisation of surveillance				X	

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Approval for permanence for child in foster home		X			
Remand to Local Authority Accommodation		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				
Use of Pace arrangements		X			
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			
Agreement to authorised absence from education (without agreement from Head Teacher)			X		

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
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			
Declaration of Parentage	X				
Adoption ADM				X	
Fostering ADM			X		
Adoption Support		X			
Care Plans/Pathway Plans	X Deputy TM in Adolescent Service/TL in EH)				X
Terminate face to face family time with parents for over 7 days			X		
Emigration				X	
Passports for Our Children	X				
Authorisation of Private Fostering Assessments		X			
Decision to convene ICPC	X				X
Moving School (year 7-10)			X		
Moving School in Year 11				X	

Care Planning Issues	Team Manager	Service Manager	Head of Service	Assistant Director/ Director of Children's Services	IRO
Residential home providing education if they have and EHC plan			X		
Fostering to Adopt		X			
Immediate care by Connected Person (REG 24)			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			X		
Adoption Panel Appointment		X			
Exemptions and extensions from Fostering limit		X			
Fostering Panel appointments	X				
Hotel booking			X		
Cash payment up to £100	X				
Cash payment up to £500		X			
Sec 2/49 notice		X			
16+ Accommodation Payments (New & Amendments)		X			

Financial Issues Please note only DCS/ADCS can approve children entering Residential Care, but for any home change within Residential it can be done within the limits of SM/HOS	Team Manager	Service Manager	Head of Service	Assistant Director	Director of Children's Services
RESIDENTIAL CARE (per child)					
Annual	NIL	£260,000	£390,000	£520,000	£5200,000
Weekly	NIL	£5,000	£7,500	£10,000	£10,000
MOTHER AND BABY (per child)					
Annual	NIL	NIL	NIL	£182,000	£182,000
Weekly	NIL	NIL	NIL	£7,000	£7,000
EXTERNAL FOSTERING IFA (per child)					
Annual	£57,200	£104,000	£104,000	£208,000	£208,000
Weekly	£1,100	£2,000	£2,000	£4,000	£4,000
EXTERNAL FOSTERING M&B: (per child)					
Annual	NIL	£156,000	£156,000	£208,000	£208,000
Weekly	NIL	£3,000	£3,000	£4,000	£4,000
INTERNAL FOSTERING (per child)					
Annual	£57,200	£57,200	£57,200	£78,000	£78,000
Weekly	£1,100	£1,100	£1,100	£1,500	£1,500
STAYING PUT (per child)					
Annual	£13,000	£13,000	£26,000	£26,000	£26,000
Weekly	£250	£250	£500	£500	£500
LAC FINANCIAL SUPPORT (Adoption/ SGOs/Child Arrangement Orders/Residence Orders)	If home cost is like for like with current home then all levels can approve this change of home, any additional costs see below.				
LAC FINANCIAL SUPPORT ADDITIONAL COSTS (Adoption/ SGOs/Child Arrangement Orders/Residence Orders)					
Annual (Per child)	£10,400	£26,000	£104,000	£260,000	£260,000
Weekly (Per child)	£200	£500	£2,000	£5,000	£5,000

Financial Issues	Team Manager	Service Manager	Head of Service	Assistant Director	Director of Children's Services
LAC, 16+ ACCOMMODATION (Including group living/semi-independence/independent living)					
Annual	£78,000	£156,000	£234,000	£312,000	£312,000
Weekly	£1,500	£3,000	£4,500	£6,000	£6,000
S17, 16+ ACCOMMODATION (Including group living/semi-independence/independent living)					
Annual	£78,000	£156,000	£234,000	£312,000	£312,000
Weekly	£1,500	£3,000	£4,500	£6,000	£6,000
16+ WEEKLY ALLOWANCE (in line with policies)	£85	£85	£85	£85	£85
16+ OTHER ONE-OFF ALLOWANCES (Setting up home etc., Educational Equipment – in line with policies)	£156 Deputy £50	£156	£156	£156	£156
16+ HIGHER EDUCATION COSTS (in line with policies)	£3,500	£3,500	£3,500	£3,500	£3,500
16+ BIRTHDAY/CHRISTMAS ALLOWANCES/OTHER RELIGIOUS AND CULTURAL FESTIVALS (in line with policies)	£100 Deputy £50	£100	£100	£100	£100
ADDITIONAL 16+ COSTS (in line with Policies):					
LEAVING CARE GRANT	£3,000 Deputy £50	£3,000	£3,000	£3,000	£3,000
CARPETS/FLOORING	£700	£700	£700	£700	£700
FUTHER EDUCATION	£300	£300	£300	£300	£300
EDUCATION VISITS	£100	£100	£100	£100	£100
5 DRIVING LESSONS	£200	£200	£200	£200	£200
SPECIAL NEEDS COSTS	£100	£100	£100	£100	£100
CLOTHING ALLOWANCE FOR SECTION 17	£200	£200	£200	£200	£200

Financial Issues	Team Manager	Service Manager	Head of Service	Assistant Director	Director of Children's Services
SECTION 17 /LAC PAYMENTS (per child)					
Recurring per annum	£1,200	£20,000	£85,000	£250,000	£250,000
Recurring per week	£200	£500	£2,000	£5,000	£5,000
SECTION 17 /LAC PAYMENTS					
OTHER ONE-OFF ALLOWANCES (per child) - INVOICE	£1,100	£2,500	£5,000	£85,000	£85,000
(per child) – CASH	£100	£200	£1,000	£1,000	£1,000
PETTY CASH (One off amounts) - as per Adult Services & Children's Services Policy	£100	£200	£1,000	£1,000	£1,000
AD HOC INVOICES (e.g. medical fees/subscriptions)	£1,100	£2,500	£5,000	£85,000	£85,000
INTERAGENCY FEES PER CHILD (Adoption)	NIL	NIL	NIL	£85,000	£85,000