

## Scheme of Delegated Decision Making

Decision		Advanced Practitioner	Team Manager	Service Manager	Senior Manager	Assistant Director	Director Children's Services	Panels	IRO/Other
<b>1. Assessment /Care Planning – Child in Need of Support</b>									
1.	Approval/sign off of C&F Assessments		X						
2.	Chair Stage 1 Missing from Home Meeting		X						
3.	Chair Stage 2 Missing from Home Meeting			X					IRO can do these if child is subject to CP Plan or CLA
<b>2. Risk Management/Care Planning – Child in Need of Protection</b>									
4.	Decision to Convene Strategy Meeting		X						
5.	Decision to convene ICPC		X						
6.	Cancellation of ICPC Resulting – Out of Timescale <u>in exceptional circumstances</u>			X Will be alerted					X Service Manager IRO
7.	Cancellation of RCPC Result – Out of Timescale <u>in exceptional circumstances</u>			X Will be alerted					X Service Manager IRO
8.	Recommendation that a CPP is no longer required		X						X RCPC Decision

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9.	Approval to make an application for secure order						X		
10.	Emergency/Immediate reception into care via EPO or Section 20 criteria			X EDT until next working day	X EDT until next working day	X			
11.	Approval to convene a secure panel and recommendation goes to AD & DCS					X			
12.	Emergency approval 72 hour secure accommodation						X		
13.	Viability assessments sign off (positive and negative)		X read & make recommendations	X sign off					
14.	Reg 24 Approval				X				
15.	Extension of Reg 24 Approval							X Extension for 8 weeks to ADM via Fostering Panel.	

								(outside of panel in exception)	
<b>3. Legal Gateway Court Proceedings – Child in Need of Care</b>									
<i>Note: Court if the ultimate decision making area – Prior to this what the Local Authority decision making points.</i>									
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16.	Decision to authorise proceedings or section 20				Over 11's need agreement from senior for panel.			<b>X</b> Legal & Placement Panel Over 11, need Senior Manager to comment on L.Pg	
17.	Authorisation of final statement		<b>X</b>						
18.	Quality assurance of final care plan		<b>x</b>						
19.	Approval of placement with parents					<b>X</b>			
20.	Approval to end PLO							<b>X</b> Legal & Placement Panel	

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<b>4. Child/Young Person Looked After</b>								
21.	Approval to place a CYP out of area CP Act 2004 (CA –Reg Vol 2 – Care Planning, Placement and Care Review) Amended July 2014)				<b>x</b>			
22.	Approval to place a CYP at a distance CP Act 2004 (CA –Reg Vol 2 – Care Planning, Placement and Care Review) Amended July 2014)					<b>x</b>		
23.	Approval for IFA Placement (fostering)				<b>x</b> Emergency & Short Term			
24.	Approval/External Residential Placement (short term)					<b>x</b>		
25.	Approval for external residential or IFA (long term)					<b>x</b>		
26.	Consent to medical examination and treatment of CLA where we hold PR			<b>x</b>				
27.	Approval for internal						<b>CLA Review will ratify plan</b>	

	residential (long term)								
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28.	Agree overnight stay with parent for a CLA less than 24 hours		X						X CLA Review
29.	Agree any stay with parent for more than 24 hours					X			
30.	Agreement to stay overnight at a friend								X Excluding Section 20 Delegated Authority to Foster Carer or residential home
31.	Approval of Passport applications, in the absence of a person with PR		X						
32.	Placement of a child under 13yrs in residential care					X			
33.	Change of Placement for a CYP in Key Stage 4 (except in emergency situation)					X			
34.	Agreement to authorise absence from education					X			
35.	Consent to travel abroad – CLA		X						
36.	Consent to marry - CLA						X		
37.	Signature of Change of Name Deed – CLA		X			X			
38.	Agreement of any additional services commissioned via IFA or				X				

residential								
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<b>6. Adoption</b>								
39.	The decision whether a child should be placed for adoption (SHOBPA)					X Nominated ADM		
40.	To change a plan from adoption to long term fostering					X Nominated ADM		
<b>7. Care Leavers</b>								
41.	The decision to cease looking after a child aged 16 or 17 who is Looked After other than by virtue of a Care Order.						X	
42.	Pathway Assessment Sign off		X					
43.	Approval to utilise Staying Put of Homestay		X					
44.	Approval of a Pathway Plan (the MUST include any finance package)		X					
45.	Responsible for Chairing a pathway plan for an 'Eligible' YP							X IRO

46.	Approval for CLA to join the army							X	
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47.	Responsible for Chairing a pathway plan for an 'Relevant' or 'Former Relevant' YP	X	X						
48.	The approval of finance to provide accommodation for Care Leaver in higher education (in line with entitlements document)			X Recommendation to Service Manager before Team Manager signs off in Pathway Plan					
<b>8. Access to Provision and Financial Decision Making</b>									
49.	Direct Payments		X						
50.	Approval S17 Expenditure below £100 or accumulative spend of £250.		X						
51.	Approval S17 Expenditure over £100 and below £1,000 and accumulative spend of £1,500.			X					
52.	S17 Expenditure above £1,000 and below £3,000				X				
53.	Approval to authorise								

	transport costs where it is above their financial limit			X					
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54.	Approval of SGO Allowance				X				
55.	Approval of Adoption Allowance			X Service Manager (Adoption)					
56.	Agreement for a young person over 18yrs to remain in a residential placement					X			X CLA Review
57.	Approval of payment for expert witness (Legal Proceedings)				X			Or Legal & Placement Panel	
58.	Approval for financial contribution to the cost of court ordered assessment			X					
59.	Agreement to payment of fees to another Adoption Agency			X					
60.	Post Adoption financial support arrangements			X					
9. Workforce Development									
61.	Approval to recruit externally provided worker						X Business Case		
62.	HR forms to recruit above grade 15								X CEX
10. Designated Officer Role									



63.	Approval for Complaint Response to exceed 10 days				X				
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