



## **Scheme of Delegation**

**Updated July 2024**

### **Harrow Children's Social Care**

Key decisions Children's Social Care takes in discharging its' statutory social care duties are listed in the table below.

Managers designated with a specified area of responsibility are not permitted to delegate that responsibility further unless arrangements for their absence are expressly stated in this document.

The posts designated to hold specific areas of responsibility represent the lowest level at which that decision can be made. All managers above the specified manager are also permitted to make that decision.

Delegation of Agency Decision Maker (ADM) functions is not permitted and therefore multiple appointments to this role are made to ensure there is sufficient ADM capacity.

#### **Designated Manager posts:**

DCS- Parmjit Chahal

ADM Adoption- Parmjit Chahal/ Shaun Hanks

ADM Fostering- Parmjit Chahal/ Shaun Hanks

AD Corporate Parenting- Kate Dexter

SM Corporate Parenting- Monica Bridgeman

AD Early Help/MASH/FRT- Sunny Chhetri

AD Safeguarding- Kate Dexter

HOS QA- Shaun Hanks

ART- Access to Resource Team Panel

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
1	<p><b>Agency Decision Maker (Adoption)</b> The Agency Decision Maker who makes decisions as to whether.</p> <ul style="list-style-type: none"> <li>A child should be placed for adoption;</li> <li>A child should be placed with a particular adopter;</li> <li>Protected information should be disclosed about adults when determining an application;</li> <li>To report to the court on matters relating to the adoption of children.</li> </ul>	ADM	ADM			
	<p><b>Designated Manager (Adoption Support)</b> The manager who, following financial assessment, can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.</p>	ADM	ADM			
2	<p><b>Agency Decision Maker (Fostering)</b> The Agency Decision Maker who makes decisions on fostering matters (Based on the recommendations of the Fostering Panel).</p>	ADM Fostering	ADM Fostering			
3	<p><b>Designated Manager (Fostering &amp; Permanency Panel Appointments)</b> The manager who can authorise appointments to the Central List of Fostering &amp; Permanency Panel members. In conjunction with Service Manager, AWL</p>	ADM	ADM	SM Corporate Parenting		
4	<p><b>Obtaining Legal Advice/ Instructing Barristers</b> The manager who can authorise the social work team to obtain legal advice around any aspect of law relating to a child/family and/or instructing a barrister.</p>	X	X HOS QA  Make DCS aware	SM /TM presents to line manager (AD)		
5	<p><b>Designated Manager (Care Proceedings)</b> The manager who can authorise the initiating of Pre-proceedings, Care Proceedings and other applications under the Children Act and Adoption Act, including discharges. These should be heard in accordance with Legal Gateway process or outside of panel in unplanned situation.</p>	X	X HOS QA	SM presents case to AD/ Legal Gateway		

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
6	<b>LPM</b> The manager who will chair LPMs	-	X	X		
7	<b>Designated Manager (Initial Care Plans)</b> The manager who can authorise and will sign off the initial Care Plan to be taken before the Court within Care Proceedings.	-	X	X		
8	<b>Designated Manager (Final Care Plans)</b> The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.	-	X			
9	<b>Designated Manager – Commissioned Assessments</b> The manager who can agree to the use of Independent/Expert Assessments and Parent/Child Residential Assessments.	X	X HOS QA	X ART above £1500		
10	<b>Designated Manager (Change of Name)</b> The manager who can authorise the change of name of a Looked After Child,  a. With the written agreement of all with PR; or  b. By making an application to the Court.	X	X			
11	<b>Designated Manager (Contact with Parents)</b> The manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).	X	X			
12	<b>Designated Manager (Death or Serious Injury to a Child)</b> The senior manager who should be notified in the event of death or serious injury to a child.  Copy of notification also sent to SCP Business Manager (safeguarding Children Partnership)	X	HOS QA X			
13	<b>Designated Manager (Decision to Look After)</b> The manager who can authorise a child becoming Looked After (S.20). These should be heard in accordance with Legal Gateway process or outside of panel	X	X			

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
	where the decision to accommodate is unplanned.  Where 16-17 year old homeless	X	X			
14	<b>Designated Manager (Emergency Protection Orders)</b> The manager who can authorise an application for an Emergency Protection Order.	X	X			
15	<b>Designated Manager (Emigration)</b> The manager who can authorise the placement of a Looked after child outside England and Wales.	X				
16	<b>Designated Manager (Exemptions and Extensions from Fostering Limit)</b> The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.	ADM Fostering	ADM Fostering			
17	<b>Designated Manager (External Placement Search)</b> The manager who can authorise commissioning to search for a placement for a Looked After children with external providers of residential care or foster care, from an independent agency.	X	X			
18	<b>Designated Manager (Use of External Placements)</b> The manager who can authorise use of a placement for a Looked After Children with external providers of residential care or foster care, from an independent agency.	X	X			
19	<b>Designated Manager (Placement at a distance- outside of neighbouring Boroughs)</b> Assistant Director Children's Social Care (approved to make decision by Strategic Director Children's Services)	X	X			
20	<b>Nominated Officer (Out of Area Placements)</b> The manager who can authorise the placement of a Looked After child outside the area of the local authority.	X	X			

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
21	<b>Designated Manager (Placement Moves)</b> The manager who can agree a placement move of a Looked After Child (in consideration of accompanying assessment/ plan)	x	x			
22	<b>Designated Manager (Leaving Care)</b> The manager who can approve a Pathway Plan.	X	X	X	X	X
23	<b>Designated Manager (Routine Medical Treatment)</b> The manager who can authorise routine medical treatment for a Looked After child where the local authority have a court Order and hold Parental Responsibility.  Routine means immunisations; dental treatment; blood tests; GP appointments and treatments; hospital treatment for minor conditions or common childhood injuries i.e., broken wrist; cuts requiring stitches using local anaesthetic. <b>A parents' consent should always be sought in the first instance.</b>	X	X	X	X	
24	<b>Designated Manager (Invasive Medical Treatment)</b> The manager who can authorise invasive medical treatment for a Looked After child where the local authority have a court Order and hold Parental Responsibility.  Invasive means surgery; a procedure requiring a general anaesthetic; internal examinations.  <b>A parents' consent should always be sought in the first instance. This can be delegated to Service Manager to sign on behalf of HOS if urgent.</b>	X	X			
25	<b>Designated Manager (High Risk Medical Treatment)</b> The manager who can authorise high risk medical treatment for any child looked after by the Council in respect of whom, for these purposes, the Council holds parental duties and responsibilities.	X	Corporate Parenting			

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
	<p>High risk means medical termination of pregnancy in a child under 16; high risk surgery where long-term impairment of function is a likely possibility.</p> <p><b>A parents' consent should always be sought in the first instance.</b></p>					
26	<p><b>Designated Manager (Passports)</b></p> <p>The manager who can authorise a passport application for a Looked After child where the local authority have a court Order and hold Parental Responsibility.</p>	X ICO	X			
27	<p><b>Designated Manager (Holidays &amp; School Trips UK)</b></p> <p>The manager who can authorise a Looked After Child participating in a holiday or school trip within the UK.</p> <p>Any holiday in term time must be agreed by the Head of the Virtual School.</p>	X	X			
28	<p><b>Designated Manager (Holidays &amp; School Trips Outside the UK)</b></p> <p>The manager who can authorise a Looked After Child participating in a holiday or school trip outside of the UK.</p> <p>Any holiday in term time must be agreed by the Head of the Virtual School.</p> <p><b>Note:</b> Children looked after where the local authority hold a court Order and Parental Responsibility are permitted to leave the UK for a maximum of 28 days</p>	X	X			
29	<p><b>Designated Manager (Placement Orders)</b></p> <p>The manager who can authorise an application for a Placement Order after ADM decision.</p>	X	X			
30	<p><b>Designated Manager (Private Fostering)</b></p> <p>The manager who can approve assessments of private foster carers, impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer.</p>	X	X	X		
31	<p><b>Designated Manager (Secure Accommodation)</b></p> <p>The manager who can authorise:</p>	X				

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
	<p>a. A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or</p> <p>b. An application (to the Secretary of State) for a child under the age of 13;</p> <p>c. An application for a Secure Accommodation Order.</p>					
32	<b>Designated Manager (Special Guardianship)</b> The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.	X	Corporate Parenting			
33	<b>Designated Manager (Special Guardianship Support)</b> The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.	X	Corporate Parenting			
34	<b>Nominated Officer (Ceasing to look after a child under 16 years old who has been looked after under Section 20 Children Act 1989)</b>	X	X			
35	<b>Nominated Officer (Ceasing to look after a child 16 or 17 years old who has been looked after under Section 20 Children Act 1989)</b>	X	X			
36	<b>Nominated Officer (Disruption of Education)</b> The manager who can authorise the change of placement affecting a Looked After child in Key Stage 4.  Agreement from Head of the Virtual School should be sought.	X	X			
37	<b>Nominated Officer (Fostering for Adoption)</b> The person who can authorise Fostering for Adoption.	ADM Adoption	ADM Adoption			
38	<b>Nominated Officer (Immediate Placement of a Looked After Child with Connected Person)</b>  The manager who can authorise the placement of a Looked After child with a	X	X			

	Designated Managers with Specified Area of Responsibility	DCS	AD	SM	TM	DTM
	family or friend ('Connected Person') who is not already approved as a foster carer.					
39	<b>Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents)</b> 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.	X	X			
40	<b>Nominated Officer (Unregulated Placements)</b> The manager who can authorise the placement of a Looked After child with an unregulated carer (authoriser of the risk assessment).	X	X			
41	<b>Nominated Officer (Determination of Allowances)</b> The manager who can determine allowances under the Residence / Child Arrangement Order and Adoption / Special Guardianship Allowances Scheme and to approve revisions to the level of such allowances from time to time as required by the agency's procedures.	ADM Fostering	ADM Fostering			
42	<b>Nominated Officer (Acquisition of Legal Interest)</b> The manager who can agree terms for the acquisition of legal interests in properties on behalf of children for whom the Council has responsibility pursuant to the Children (Leaving Care) Act 2000 as amended.	X	Corporate Parenting			



## Financial Decisions

	Designated Managers with Specified Area of Responsibility	DCS	AD/HOS	SM MG2	TM MG1
1	S17 payments £0 to £250 & Care Leaver Offer payments	X	X	X	X
2	S17 payments £250 to £500 & Care Leaver Offer payments	X	X	X	
3	S17 payments £500 to £10,000 & Care Leaver Offer payments	X Notified over £1k	X via ART		
4	Payments for arrears to unregulated carers up to £5000	X	X Corporate Parenting		
5	Payments for arrears to unregulated carers over £5000	X			
6	Payment support for accommodation in emergency or short-term arrangements	X	X		EDT
7	Commissioning of specialist assessments	X	X ART		
8	Commissioning of child or adult therapies from private providers	X	X ART		