

## 1.9.2 Scheme of Delegation

### Version Control

Version Number	Date	Updated By	Reason
V1	October 2018		
V2	June 2019	Sarah Gibson	Changes in job titles and annual review
V3	February 2026	RD & SLT	Changes in line with procurement update

## 1.9.2 Scheme of Delegation



### AMENDMENT

In February 2026, this document, which provides an overview of authority for decision making with the Children and Families Service, was updated as required to reflect local processes and a new scheme of delegation table added.

### Contents

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1. [Introduction to the Scheme of Delegation](#)
2. [Notes/Abbreviations](#)

## 1. Introduction to the Scheme of Delegation

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The Scheme of Delegation provides guidance about which level of management or posts have authority for decision making within the Localities and Safeguarding section of Children and Family Services. This including financial and resource decisions which are made to support to children and families. The posts listed indicate the lowest level at which decisions can be made but do not preclude decision making at a higher level if decisions are based on complex or exceptional situations.

This Scheme of Delegation should be used in conjunction with children's services procedures and [Hull Multi Agency Safeguarding Arrangement Guidelines and Procedures](#), and with reference to legislation relating to children and families.

Staff should refer to Hull City Council's wider procedures for information on delegations in relation to Human Resources and Business Support decisions, Council Standing Orders, Financial Regulations and processes for Cabinet and Elected member decision making.

"If in doubt, consult"

"If you don't know ask"

## 2. Notes/Abbreviations

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DCS	Director of Children's Services
AD	Assistant Director
GM	Group Manager
HOS	Head of Service
ICO	Independent Reviewing Officer
EDT	Emergency Duty Team
ADM	Agency Decision Maker
VHT	Virtual Head Teacher
MASA	Multi-Agency Safeguarding Arrangements

The delegations are defined by post/management **level**, which applies across all sections of the service, hence exact title of post may vary but the same schema / level of delegation should be applied.

\*Team Managers - applies to EDT staff and also where this has been mutually agreed and recorded within PPD / supervision with due to substantial experience/professional development of other Level 3 workers.

## Children in Need and Children Protection

RESPONSIBILITY	DELEGATION Not below level of:
Acceptance of referral	Team Manager (see note below)
Decision to dispense with consent	Team Manager (see note below)
Decision to undertake Children's Social Care Assessment	Team Manager (see note below)
Approval of Children's Social Care Assessment completed	Team Manager (see note below)
Consult with police	Team Manager (see note below)
Commence Section 47 enquiries	Team Manager (see note below)
Decision to convene Child Protection conference	Team Manager
Approve Child's Plan (LAC Care Plan, CP Plan, CIN Plan)	Team Manager
Chair child protection conference	IRO
Rehabilitation of a child subject to a <b>Child Protection Plan</b> : <ul style="list-style-type: none"> <li>a. Accommodated (Sec 20);</li> <li>b. Subject of Care Order (Placement with Parent Regulations apply).</li> </ul>	<ul style="list-style-type: none"> <li>a. GM, following recommendation of CLA review.</li> <li>b. HOS following recommendation of CLA review.</li> </ul>
Reduction of visiting requirement to child on CP Plan	GM
Reduction of visiting requirement to Looked After Child	GM
Disclosure of convictions to a third party	Team Manager (in consultation with police)
Decision on outcome of police check, i.e. whether the information relating to any convictions affects decision to place a child	GM, with reference to HOS where convictions are of particular concern e.g. violence / substance abuse
Transfer or acceptance of case to/from another local authority	Team Manager
Case closure	Team Manager
Media release on missing child	HOS (ensure need to know form completed for DCS)
<b>Note</b>	

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\*Team Managers - applies to EDT staff and also where this has been mutually agreed and recorded within PPD/ supervision with due to substantial experience/professional development of other Level 3 workers.

### Court Proceedings

RESPONSIBILITY	DELEGATION Not below level of:
Application to Court for Secure Accommodation Order	Legal Gateway Panel. Agreement for such plans may be sought from the AD outside of Panel if required AD and DCS
Application for Emergency Protection Order	Legal Gateway Panel. If approval required outside of the Panel in an emergency - HOS.
Initiation of Care Proceedings	HOS/Legal Gateway Panel
Seeking legal advice where other agreements e.g. PLO, Court Proceedings not in place	HOS/Legal Gateway Panel

### Looked After Children, Adoption and Foster Carers

RESPONSIBILITY	DELEGATION Not below level of:
Approval of suitability of private foster carers	TM
Approval of foster carers and terms of approval.	ADM following recommendation of Panel
Temporary approval of registration of connected persons to care for child/ren	ADM
Approval of supported lodgings providers	Supported Lodgings Panel
Agreement for foster carers to operate out of fostering approval or over fostering limit (Exemptions)	Agency Decision Maker
Deregistration of Foster Carers	Foster Panel recommends to ADM on recommendation of Panel
Deregistration of supported lodgings providers	Supported Lodgings Panel

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Appointment/cessation of Foster Panel members	ADM (GM level)
Chairing of Looked After Children Reviews Chairing of secure accommodation review	IRO IRO or GM
Decision to accommodate a child under section 20	Legal Gateway Panel - AD
Emergency placement of child subject to Interim/ full Care Order with a <b>Connected Person</b> carers. Extension of temporary approval in exceptional circumstances from 16-24 weeks.	HOS (following minimal mandatory checks (see procedures)) ADM
Placing child already subject to Interim/ full Care Order under Placement with Parents Regulations	HOS
Remand to Local Authority accommodation - approval of any placement other than C&YPS accommodation Approval for use of any agency residential or foster placements including parent and baby placements Out of area placements	AD AD AD AD and DCS
Consent to the Following for Children Subject to Care Orders:  a. Name Change; b. Dental Treatment (routine/local anaesthetic); c. Dental Treatment(general anaesthetic / tooth extraction); d. Surgical operations major surgery and minor surgery; e. Immunisations; f. Medical Treatments(minor surgery / local anaesthetic); g. Medical Treatments (major surgery / general anaesthetic); h. Contraception; i. Terminations; j. Emergency Treatment;	a. Recommendation of Review/HOS; DCS b. Foster carer/s/Care Officer; c. GM (in consultation with parents/foster carer/s); d. Group Manager or suitably delegated with Group Manager Oversight (in consultation with parents/foster carer/s); e. Social Worker/Leaving Care Team/Foster carer; f. Team Manager/Foster carer/s/Care Officer; g. HOS (in consultation with AD when high risk); h. Team Manager; i. AD; j. Carer (to inform Social Worker/Fostering Social Worker asap);

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<ul style="list-style-type: none"> <li>k. Testing Children for Blood Borne Viruses i.e. Hepatitis C &amp; B &amp; HIV;</li> <li>l. Issue of passports;</li> <li>m. Entry to force;</li> <li>n. Holidays abroad;</li> <li>o. Emigration;</li> <li>p. Burial / cremation of child in Local Authority care;</li> <li>q. Change of placement while young person is in Key Stage 4.</li> </ul>	<ul style="list-style-type: none"> <li>k. HOS;</li> <li>l. SW;</li> <li>m. HOS;</li> <li>n. HOS. Term time, AD during school time ;</li> <li>o. HOS;</li> <li>p. HOS/AD;</li> <li>q. HOS.</li> </ul>
Signing application forms for claims to the Criminal Injuries Compensation Board on behalf of children subject to Interim/ full Care Orders	GM
Agreeing requests from children in care for advance of money from award	HOS
Informing other Local Authority of looked after child residing in their area	Social worker
Informing other Local Authority of a care leaver residing in their area	Social Worker/Personal Advisor
Approving Adoption as care plan for child	Team Manager
Best Interests decision on Adoption as care plan	Agency Decision Maker
Approval of prospective adoptive parents, and match of child/prospective adoptive family	Adoption Panel recommendation, agreed by AD (Agency Decision Maker)
Appointment/cessation of members of Adoption Panel	Adoption Team Manager (ratified by GM) - ADM

**Financial Support - LAC and Leaving Care**

RESPONSIBILITY	DELEGATION Not below level of:
Fostering Allowances	

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<ul style="list-style-type: none"> <li>a. Payment at basic scale rates;</li> <li>b. Cost of educational outings;</li> <li>c. Clothing;</li> <li>d. Assistance with travel costs;</li> <li>e. Payments in relation to Leaving Care arrangements;</li> <li>f. Assistance with property conversions / re-housing;</li> <li>g. Assistance with setting up costs;</li> <li>h. Provision of lease vehicle to foster carers;</li> <li>i.</li> </ul>	<ul style="list-style-type: none"> <li>a. Fostering Manager.</li> <li>b. Fostering Manager.</li> <li>c. Fostering Manager.</li> <li>d. Fostering Manager.</li> <li>e. GM/Leaving Care Service.</li> <li>f. AD (may require Cabinet decision depending on cost);</li> <li>g. Fostering Manager - Up to £300, GM to £1,000, HOS to £2,000, in excess of £2,000 Cabinet Decision Record; can you change to in line with Oracle</li> <li>h. AD;</li> <li>i.</li> </ul>
<p>Extraordinary Foster Care Allowances within approved budgets</p>	
<ul style="list-style-type: none"> <li>a. Holiday and birthday allowances;</li> <li>b. Christmas (or other religious festivals) allowances;</li> <li>c. School holidays and excursions;</li> <li>d. Tuition and special activity fees;</li> <li>e. Personal items;</li> <li>f. Mileage costs;</li> <li>g. Emergency payment.</li> </ul>	<ul style="list-style-type: none"> <li>a. Fostering Manager;</li> <li>b. Fostering Manager;</li> <li>c. Fostering Manager;</li> <li>d. Fostering Manager;</li> <li>e. Fostering Manager;</li> <li>f. GM Fostering Manager.</li> </ul>
<p>Leaving Care</p>	
<ul style="list-style-type: none"> <li>a. Incentive payments for participation in education or training;</li> <li>b. University or further education payments;</li> </ul>	<ul style="list-style-type: none"> <li>a. Team Manager;</li> <li>b. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> </ul>

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<ul style="list-style-type: none"> <li>c. Accommodation costs;</li> <li>d. Approval for use of Bed and Breakfast;</li> <li>e. Setting up home costs;</li> <li>f. Family contact costs;</li> <li>g. Emergency payments;</li> <li>h. Holidays;</li> <li>i. Equipment for education, training or employment;</li> <li>j. Birthdays and significant events;</li> <li>k. Health needs;</li> <li>l. Consent to seek Independent Foster Agency placement;</li> <li>m. Consent to seek external residential or complex 16+ placement;</li> <li>n. Procurement of external agency placement (fostering, residential or other).</li> </ul>	<ul style="list-style-type: none"> <li>c. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>d. AD;</li> <li>e. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>f. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>g. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>h. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>i. Up to £500 Team Manager, up to £5k GM, up to £25k HoS;</li> <li>j. Team Manager;</li> <li>k. Up to £300 - Team Manager, Up to £650 – GM</li> </ul> <p>can you put full of the above oracle levels apart bed and breakfast one;</p> <ul style="list-style-type: none"> <li>l. AD</li> <li>m. HOS or AD</li> <li>n. Under 75k a year – AD. Anything Over £75k per year – DCS.</li> </ul>
<p>Short Breaks Payments</p>	<p>Team Manager</p>

## Financial and other Support to Children and Families in Need

The emphasis of S17 of the Children Act is that the local authority delivers services to children in need but only in exceptional circumstance should this be direct financial assistance. Delegated budget holders will have regard to thresholds for service, the availability of finance within the budget and the principle that wherever possible the first recourse must be to maximise benefit entitlement and utilise other resources available to the family. Consultation with the Welfare Rights Section or Department for Work and Pensions should be undertaken before authorisation of financial help to families. Where it is possible to claim benefits, in exceptional cases top up assistance can be provided from S17 and the presumption is that Income Support levels will normally suffice, but in no circumstances should payments exceed fostering allowance rates.

RESPONSIBILITY	DELEGATION Not below level of:
Section 17 payments	Social Worker /Family Support Worker - up to £30 for one off payment

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Special Guardianship / Child Arrangements Order payments (in accordance with policy)	GM
Assistance with Legal Fees including Child Arrangements Orders	HOS
Giving of rent and damage guarantees or bonds: a. up to £650; b. in excess of £650.	HOS for EHASH AD
Day Care / Nursery Placements costs	HOS
Payments for Home Care provision from an approved independent provider	HOS
Payments for a. Food; b. Holidays / Outings.	Team Manager (up to £300) / EDT Team Manager up to £100 Team Manager (up to £300)
Payments to parents or others to promote Family Time with looked after children	Limits same as Workday- Iprocurement limits
Payment of setting up home costs	Limits same as Workday- Iprocurement limits
Accommodation costs for care leavers	Limits same as Workday- Iprocurement limits
Adoption Support payments	HOS
Payment of legal expenses in contested adoption cases	HOS
Settling in grant or allowance under S 23 of Children Act to child placed for adoption.	TM

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Inter Agency Adoption fees.	HOS
Independent assessments	HOS

**Communication with National and Local Government**

<b>RESPONSIBILITY</b>	<b>DELEGATION Not below level of:</b>
Correspondence to and from Members of Parliament.	Response drawn up by HOS with copy to AD/ Director
Correspondence to and from Elected Members of the City Council	Response drawn up by HOS with copy to AD/ Director
<b>NOTE</b> Any matters that are likely to attract adverse attention or publicity should be discussed with Director and Press Office (HOS) in advance.	

**Car Badges**

<b>RESPONSIBILITY</b>	<b>DELEGATION Not below level of:</b>
Issue of Disabled Persons Car Badge to Children	
a.	