



Scheme of Delegation for Decision Making

JUNE 2023

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Review date	Reviewed by
June 2024	ASSISTANT DIRECTOR

Medway Children's Services Scheme of Delegation

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision about acceptance of referral	Team Manager First Response	Service Manager	
Initiation of Child and Family Assessment	Team Managers	Service Manager	Team Manager will provide guidance as to expected duration of assessment
Sign off Child and Family Assessment	Team Manager	Service Manager	
Commence Section 47 enquiries	Team Manager	Service Manager	
Approval of Section 47 enquiries report	Team Manager	Service Manager	
Agreement to end S47 investigation without going to Child Protection Conference or Legal Gateway Panel	Team Manager	Service Manager	
Chair Strategy meetings	Team Manager /LADO for allegations concerning professionals or of organised abuse	Service Manager/ LADO Manager	
Request an Initial Child Protection Conference	Team Manager	Service Manager	
Planning in respect of child where S47 enquiries have not resulted in evidence of significant harm	Team Manager	Service Manager	
Make child subject to a Child Protection Plan*	Chair of CP Conference		

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Chair Core Group Meeting *	Social Worker or Team Manager		
Exclude person with Parental Responsibility from Child Protection Conference	Chair, in consultation with Social Worker		
Remove child from being subject of Child Protection Plan	Chair of Child Protection Conference	Chair to sign minutes to endorse this decision	Team Manager will implement any recommendation from the conference to de-plan child
Step down to Family Solutions	Team Manager		This should be discussed at Child in Need meeting or following on from completion of a Child and Family Assessment
Authorise Serious Case Review	Chair of Medway Children Safeguarding Partnership (and sign when completed).	Director to sign completed review	
Decision to accommodate Child in an emergency	Assistant Director / Out of Hours Duty Manager	Head of Service	
Decision to accommodate Child	Assistant Director	Director	
Decision to provide semi-independent accommodation	Assistant Director / Out of Hours Manager	Director	
Decision to initiate Care Proceedings	Assistant Director	Director	Any decision to initiate Care Proceedings should be discussed at Legal Gateway Panel
Decision to endorse the Care Plan for the final hearing Only the Agency Decision Maker has the authority to change	Head of Service	Assistant Director	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
endorsed panel decision, i.e. plan for adoption etc.			
Decision to apply for an Emergency Protection Order	Assistant Director	Director	Legal services will need to be informed as early as possible
Decision to apply for discharge or variation of a Care or Supervision Order	Head of Service (Chair of Legal Gateway Meeting)	Assistant Director	This should be discussed at Legal Gateway Panel. Legal services will need to be informed as early as possible
Decision to discharge a child from s20 accommodation – where the parent has not made the request <ul style="list-style-type: none"> - At the request of the Young Person - At the request of the Parents 	Head of Service Service Manager	Assistant Director Head of Service	Statutory Guidance issued in March 2015 requires that the decision to cease to look after a child or young person must be authorised by designated senior officers
Decision to refuse parental contact with a child or young person subject to a Care Order – up to seven days in an emergency – when necessary to do so to safeguard/promote child’s welfare	Service Manager in consultation with Legal	Head of Service	
Decision to apply for an order authorising the Authority to refuse contact	Head of Service in consultation with Legal	Assistant Director	
Agree Emergency placement	Assistant Director	Director	
Agree unregistered placement	Assistant Director	Director	Notification to Ofsted re unregistered placement must be authorised by the

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
			Assistant Director and completed by commissioning QA team
Approve residential placement outside Medway	Assistant Director	Director	
Authority to Secure Accommodation Order	Director	Director	Legal Planning Meeting would be required to make recommendation to the Assistant Director, who will seek agreement from the Director
Application for Deprivation of Liberty Order	Assistant Director	Director	Legal Planning Meeting would be required to make recommendation to the Assistant Director or Director
Decision to exclude person with Parental Responsibility from the review process	Independent Review Officer (IRO) in consultation with social worker		
Notification to a parent of child in care that their child has been injured or admitted to hospital	Social Worker or Team Manager	Service Manager	
Emergency medical treatment which may or may not involve general anaesthetic for Child in Care on orders	Assistant Director	Director	Emergency treatment should be administered to ensure the health and welfare of the child is paramount
Planned medical treatment involving surgery and general anaesthetic for Child in Care on orders	Assistant Director	Director	
Significant and permanent medical intervention e.g. termination,	Director	Assistant Director	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
sterilisation, organ transplant for children and young people on orders			
Decision to withhold or withdraw life preserving medical treatment for children and young people on orders	Director	Assistant Director	
Approve Child in Care Review Recommendations	Team Manager	Service Manager	
Withhold details of the whereabouts of child in care from a person - usually the parent	Service Manager after Legal consultation	Head of Service after Legal consultation	
Endorsing the funeral arrangements following the death of a Child in Care	If the child was subject to S20 the parent will be supported to arrange this / Head of Service for Child in Care on orders	Assistant Director	
Authorisation of Notification to OFSTED of serious harm to a child	Assistant Director	Director	Carried out by Head of Service of safeguarding of QA/In respect of Parklands - Registered Manager
Placement with Parents Regs - Section 31 - Section 38	Recommendation from Head of Service to Assistant Director	Assistant Director	
Permission to take Child in Care out of school term-time	Assistant Director	Director	
Permission to go abroad – period of less than 1 month	Service Manager	Head of Service	
Passport application for child subject to a care order	Service Manager	Head of Service	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision to apply for leave of the Court for a child in care to live outside of England or Wales	Head of Service	Assistant Director	
Permission for a child / Young Person subject to a care order to be known by another surname (only possible with agreement of everyone with parental responsibility or leave of the court)	Head of Service	Assistant Director	
Permission for a child subject of a care order to marry	Assistant Director	Director	
Decision for a child in care to have a normal social visit over night	Social Worker in consultation with Team Manager	Can be delegated to foster carer via placement information record / review / safety plan.	Delegated Authority Policy should support this
Decision for a child in care to engage in after school activities	Parents / Foster Carer / Social Worker	Service Manager	Delegated Authority Policy should support this
Regular and extended stays with friends and family for a child in care	Social Worker / Team Manager to ensure reasonable checks are made	Service Manager	
Authorisation for school trips for Children in care	Parents/ Foster Carer/ Social Worker/ Team Manager	Service Manager	
Authority for Child on Placement Orders to be placed with pre-adoptive parents.	Permissions to be identified on Adoption Support Plan and Placement		

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision to apply for a recovery order for a child who is in care and subject to orders	Assistant Director	Head of Service	
Agree for child in care to access support under the Mental Health Act - act as nearest relative for a child in care	Service Manager	Head of Service	
Approve Temporary Connected Persons Foster Carers – Reg 24	Head of Service Provider Services	Head of Service or Assistant Director	
Authorise Form F for prospective foster carers	Fostering Manager	Head of Service	
Approve Foster Carers	Agency Decision Maker, considering Panel recommendations		
Terminate approval of foster carers	Agency Decision Maker, considering Panel recommendations		
Exemptions for foster carers	Head of Provider Services	Head of Service or Assistant Director	
Private Fostering – Approve assessment of private foster carers	Head of Provider Services	Head of Service or Assistant Director	
Private Fostering – Designated Officer	Team Manager Fostering	Head of Service	
Private Fostering – Authorise legal action to prohibit private carer from looking after a child or to impose, vary or remove requirements	Head of Provider Services in consultation with Legal	Assistant Director	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Permanence – Quality Assurance of Child Permanency Report for Best Interest Decision and submission to Panel	Service Manager	Head of Service	
Permanence - Approve adopters	Agency Decision Maker, considering Panel recommendations		
Permanence – Terminate approval of adopters	Agency Decision Maker, considering Panel recommendations		
Permanence – Agree adoption allowance	Head of Service	Assistant Director	
Approve SGO Support Plans	Service Manager/ Fostering Manager/ Head of Provider Services	Head of Service or Assistant Director	
Approval of payments for: Special Guardianship Allowance, Connected Persons Reg 24	Head of Provider Services	Head of Service	
Approve Plan for Permanence through Adoption	Agency Decision Maker considering Panel decisions.		Permanency plans must be discussed at Permanency Panel
Approve Plan for Permanence through Special Guardianship or Child Arrangement Order	Head of Service	Service Manager	Head of Service as part of final Care plan meeting. Chair of Permanence Panel where child/young person is already subject to a care order.
Approve Plan for Permanence through Long Term Fostering	Head of Service	Service Manager	Head of Service as part of final Care Plan meeting.

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
			Chair of Permanence Panel where child/young person is already subject to a care order.
Permanence – Agree inter agency adoption placement	Service Manager, RAA	Head of Service	
Permanence – Remove child from prospective adopters	Head of Service	Assistant Director	Legal Gateway Panel should consider all cases where removal from an Adoptive Placement is considered
Permission to advertise/appear in media to locate a child in care that is missing	Head of Service	Assistant Director	
Publicity / Advertising against wishes of those with parental responsibility	Head of Service	Assistant Director	
Death of Care Leaver 18+ (notification to)	Assistant Director	Director	

CARE LEAVERS

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision of eligibility of young person.	Team Manager Leaving Care	Service Manager	
Authorisation of Needs Led Assessment for Care Leaver	Social Worker	Team Manager Leaving Care	
Apply for National Insurance Number	Social Worker / Personal Advisor	Team Manager Leaving Care	
Agree Pathway Plan (18+)	Team Manager Leaving Care	Service Manager	
Chair review of Pathway plan	Personal Advisor Leaving Care	Team Manager	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Authorise Leaving Care Grant	Team Manager Leaving Care	Service Manager	
Authorise Rent Deposit	Service Manager	Head of Service	
Authorise Weekly Living Allowance	Team Manager	Service Manager	
Authorise emergency accommodation	Assistant Director	Director	
Determine Staying Put arrangements	Head of Service for internal resources ARP for external provision	Assistant Director	
Higher Education Grants (University Entrants)	Service Manager	Head of Service	
Unaccompanied trips abroad	Service Manager	Head of Service	

CRIMINAL INJURIES COMPENSATION CLAIMS			COMMENTS
Approve for Looked After Child	Team Manager with consultation from Legal	Service Manager	
Approve appeal for Looked After Child	Head of Service	Assistant Director	

HUMAN RESOURCES DECISIONS			
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Recruitment and selection of temporary and permanent staff	Assistant Director, Head of Service, Service Manager and Team Manager - depending on level of staff being recruited		
Implementing disciplinary procedures	Service Manager	Head of Service	
Implementing capability procedures	Service Manager	Head of Service	

Hearing grievances or disciplinaries	Managers as in Council procedures		
Monitoring sickness absence and associated procedures	Service Manager	Head of Service	
Decision to suspend a member of staff	Assistant Director (following consultation with Director).	Director Recommendation from Head of Service	
Decisions about Criminal Records Bureau checks	Assistant Director	Director	

Scheme of Delegation for Decision Making - Finance

DOCUMENTING CURRENT ARRANGEMENTS – November 2022

FINANCIAL DECISIONS			
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Placements – approve funding for residential care packages	Assistant Director	Director of People	Placements Access to Resource Panel provides control and governance.
Placements – approve funding	Assistant Director, Head of Service as Chair of ARP	n/a	Placements Access to Resource Panel provides control and governance.
Placements – approve funding for transport and support activity etc.	Need for immediate urgent expenditure only £1 - £150 - Team Manager £150 - £500 - Service Manager	n/a	

	<p>£500 - £5000 – Head of Service</p> <p>Payment can only be agreed by Head of Service for a maximum 8-week period without transfer to panel</p> <p>Any ongoing commitment of any value – refer to panel</p>		
Placements – 0-25 service - approve funding for residential care packages.	Assistant Director	Director of People	0-25 Placements Access to Resources Panel provides control and governance.
Placements – 0-25 service - approve funding	Assistant Director Head of Service as Chair of ARP	Head of Service or Assistant Director/Director	Access to Resources Panel provides control and governance. Delegated person to be reviewed as panel is embedded.
Floating support – approve funding for support to child	<p>Need for immediate urgent expenditure only</p> <p>£1 - £150 - Team Manager £150 - £500 - Service Manager £500 - £5000 – Head of Service</p> <p>Payment can only be agreed by Head of Service for a</p>	n/a	

	<p>maximum 8-week period without transfer to panel</p> <p>Any ongoing commitment of any value – refer to panel including 0-25 panel and contact time.</p>		
<p>Authorise Leaving Care Grant ('Setting up home allowance')</p>	<p>Team Manager Leaving Care</p> <p>Authorised to approve expenditure up to the cumulative value of the maximum Leaving Care 'setting up home allowance' grant</p> <p>i.e. £3,000 for those turning 18 after 1 May 2023).</p>	<p>Service Manager</p>	<p>Further controls in place include Business Support Team track the cumulative amount of grant released to young person up to the limit of the Grant.</p> <p>Service Manager and HoS oversight at part of budget monitoring.</p>
<p>Weekly Living Allowance – Care Leavers</p>	<p>Team Manager</p> <p>Authorised to approve the weekly living allowance in line with the latest official allowance rate set.</p>	<p>Service Manager</p>	
<p>Section 17– approve funding for support to CIN.</p>	<p>One-off expenditure only £1 - £150 - Team Manager £150 - £500 - Service Manager £500 - £5000 – Head of Service</p>	<p>n/a</p>	<p>Household support fund used to minimise pull on Section 17.</p>

	<p>Any ongoing commitment of any value – refer to panel.</p> <p>All use of taxis must be approved by the Head of Service</p>		Upper limit for Head of service is in line with maximum limit before additional procurement rules apply.
No recourse to public funds and intentionally homeless – initial approval funding prior to assessment and HRA	Head of Service(s)	Assistant Director	Should be limited 4 weeks.
No recourse to public funds and intentionally homeless – approve funding for ongoing commitment following assessment and HRA	Assistant Director	Head of Service (FS& First Response) - Chair Finance panel	Once initial authorisation for payment is given by the Assistant Director, ongoing payment of all accommodation will be reviewed by the Children's Finance Panel to ensure s17 spend is monitored, that support is provided to families to improve their circumstances and spend controlled and reviewed
Transport	<p>One-off expenditure – Public Transport – Service Manager All use of taxis - Head of Service. Any use of secure transport – Head of Service</p>	Assistant Director	

	Any ongoing commitment of any value – refer to panel.		
Travel Warrants for staff For train travel and bus tickets	Head of Service(s)	Assistant Director	Travel should be paid and reimbursed through staff expense claims, other than exceptional circumstances. (e.g. long distance placement visit). Appropriate use of credit card. Tickets should be booked in advance for price advantage, with peak travel wherever possible.
Travel Warrants for clients for train travel and bus tickets	One-off expenditure only £1 - £150 - Team Manager £150 - £500 - Service Manager £500 - £5000 – Head of Service		Tickets should be booked in advance for price advantage. with non-peak travel wherever possible. Mainly used in relation to Section 17 and Adolescent Service.
Petty cash	One-off expenditure only £1 - £50 - Team Manager £50 - £250 - Service Manager £250 – £500 Head of Service		Petty Cash Imprest guidance aligned.