



ROCHDALE COUNCIL CHILDREN'S SOCIAL CARE DELEGATION SCHEME



October 2022

Group Delegations – Definitions and Priorities

The Service Director, Children’s Social Care has chosen to delegate a number of functions to groups of officers. Where the same group of officers receive a number of separate delegations, in order to save space within the sub-delegation scheme, those groups of officers have been given a title. The following table sets out the title of each group of officers and lists the officers within each group.

Definition	Posts to which definition applies
Head of Service	Head of Service Safeguarding Head of Service Children in Care and Care Experienced Head of Service EHASH Head of Service FRT Head of Service CP & Court Head of service Performance and Practice Improvement
Practice Manager	Practice Managers Independent Reviewing Officer Manager
Advanced Practitioner	As defined in the structure of Children and Young People Services
Social Worker	As defined in the structure of Children and Young People Services

Directorate Delegations

All the functions listed below have been sub-delegated from the Corporate Director to the Service Director; or where the function is shown as delegated to the Managers listed.

The Service Director, Children's Social Care People has authorised the following officers to make the following decisions on his/her behalf:-

	Function delegated	Officers to whom delegated	Terms and conditions
A.	CHILDREN IN NEED		
1.	Threshold Decisions in EHASH	Practice Manager	
2.	To commence a Section 47 investigation	Practice Manager	
3.	To convene a Children in Need meeting	Social Worker	
4.	To decision to request a family group conference	Practice Manager	Family Group Conference Manager must be consulted
5.	Decision to go to Legal Gateway Panel (LGP)	Head of Service	
6.	To convene a Child Protection Conference	Practice Manager	Following multi agency decision in Section 47 enquiry
7.	To change the date of a planned Child Protection Conference	Head of Service	
8.	To commission a residential family assessment	Head of Service (via Legal Gateway Panel)	

B.	COURT ORDERS		All decisions should be made following consultation with Legal Services
1.	To apply for protection orders – Emergency Protection Order or Police Protection Order - through police	Head of Service	Decision will usually be based on a strategy meeting or discussion.
2.	To apply for recovery orders	Head of Service	Decision will usually be based on a strategy meeting or discussion
3.	To apply for a child assessment order	Head of Service (via Legal Gateway Panel)	Decision would usually follow discussion in a multi-agency meeting e.g. child protection conference, Children in Need meeting etc.
4.	To apply for a care or supervision order	Head of Service (via Legal Gateway Panel)	Decision would usually follow discussion in a legal planning meeting.
5.	To approve interim care plan	Head of Service (via Legal Gateway Panel)	
6.	To approve care plan for the court (court order having been applied for) initial and final.	Head of Service via Permanence Panel	
7.	To seek discharge of care order	Head of Service via Permanence Panel	Following an Statutory Review that approves this care plan for the child
8.	To use secure accommodation without an order (maximum 72 hours)	Assistant Director	Decision will usually be based on a strategy meeting or discussion
9.	To seek a secure accommodation order	Assistant Director	

10.	To seek a Section 34 order concerning contact	Head of Service	
11.	Sign off Section 37 reports	Head of Service (via Legal Gateway)	
12.	Sign off Section 7	Practice Manager	
13.	Sign off all other court reports	Practice Manager	
14.	Appeal a court decision	Assistant Director	
15.	Sign off of SGO Support Plan (Special Guardianship Order)	Head of Service via Permanence Panel.	
C.	CHILDREN IN CARE		
1.	To agree in house placement within area	Head of Service (via Resource Panel)	
2.	To agree independent sector placement	Assistant Director	Having been agreed by Resource Panel
3.	To agree planned accommodation (Section 20) arrangements	Head of Service	
4.	To change the prospective date of Care for child reviews which will be out of statutory timescale	Head of Service	
5.	Agreement for our children to live in an out of area home which borders Rochdale	Assistant Director	
6.	Agreement for our children to live in a home in a non adjoining authority	Director of Childrens Services	

7.	Agreement for our children under 13 years to live in residential care (formal review minimum 3 monthly)	Assistant Director	
8.	Agreement for our young people to remain in their residential home after their 18 th birthday	Assistant Director	Authorisation required from HoS Provider Services
9.	Agreement for our children to remain in the care of their parent/s at home to a Care Order and agreeing/signing the Placement with Parents Agreement	Assistant Director	
10.	To agree to move a child during Key Stage 4 of their education	Head of Service in consultation with the Head of the Virtual School	
11.	To agree unplanned accommodation (Section 20) arrangements	Head of Service or on call Senior Manager out of hours	Every Section 20 arrangement should be presented to Resource Panel.
12.	To agree the suspension of a foster home	Head of Service	
13.	To agree the approval of a foster carer	ADM/ Head of Service	
14.	To agree the use of residential placement	Head of Service	
15.	To initiate care proceedings where child or young person is accommodated	Head of Service (via Legal Gateway Panel)	
16.	To use an independent visitor	Practice Manager	
17.	To bring placements to an end (concern for child) – foster placement	Head of Service	

18.	To bring placement to an end (concern for child) – child placed with prospective adopters	Assistant Director	
19.	To approve placement of child on care order with parents	Assistant Director	
20.	To approve placement with relatives/friends (Reg24)	ADM/Head of Service	Subject to emergency / full approval of carers in line with regulation (Head of Service for CIC decision)
21.	To approve a passport for a child subject to Care Order	Head of Service	
22.	To permit a child in care to leave the UK for holiday of up to one month	Head of Service	
23.	To consent to child in care joining the armed forces	Assistant Director	
24.	To consent to a termination (young person in care)	Assistant Director	Consider Gillick competence
25.	To consent to medical or surgical treatment (young person in care) where medical advice is that the treatments in the child's best interests	Head of Service	
26.	To agree to religious custom or ritual requiring parental consent e.g. baptism (children in care)	Head of Service	
27.	To agree to circumcision for religious purposes (children in care)	Assistant Director	
28.	To consent to change of name (child in care)	Assistant Director	

29.	To support/not support foster carer application for SGO or CAO (Child Arrangements Order - child in care)	Head of Service	
30.	To support child's application for British citizenship (child in care)	Head of Service	
31.	To agree discharge from care of a child subject of section 20 accommodation for a child under 16	Head of Service	
32.	To agree discharge from care for a child 16 or 17 years old	Assistant Director	
33.	To agree placement of a child in care in an unregistered setting	Assistant Director or in out of hours Manager on Call	In line with local policy framework Notify AD as soon as possible the next working day
34.	To agree to place a child in an unregulated setting for example post 16 supported living accommodation or family and friends placement that have not yet been regulated under Reg24	Assistant Director or in out of hours Manager on Call	In line with local policy framework Notify AD as soon as possible the next working day
35.	To seek publicity in respect of a search for missing children	Assistant Director	
36.	Provision of placements for cared for children.	Assistant Director for out of authority residential, Head of Service IFA and in house residential and Fostering	
37.	Implementing planned transition for young people leaving care.	Practice Manager	
38.	To withhold the whereabouts of a child in care from a person, usually the parent	Head of Service	

39.	To refuse parental contact with a child subject to a Care Order for up to 7 days in an emergency when it is necessary to do so in order to safeguard or promote the child's welfare.	Head of Service	
40.	For a child in care to have one overnight social visits with peer/school friends.	Practice Manager or Foster Carer where this has been delegated in Placement Plan.	
41.	To attend school trips, camps etc. (including necessary medical treatment) for a child subject to a Care Order, where the parent does not agree or is not available.	Practice Manager	
42.	Consent for a young person aged 16 or 17, subject to a Care Order, to marry.	Head of Service	
D. SAFEGUARDING			
1.	Decide to convene a Strategy Discussion	Practice Manager	
2.	Decide to carry out a Section 47 Investigation	Practice Manager	Decision arising from Strategy Discussion
3.	Decide to hold a Child Protection Conference	Practice Manager	Decision arising from Section 47 Investigation. Consultation with SGU Manager
4.	Decide to end Social Care Involvement with a child / family	Practice Manager	Following requisite screening / assessment activity.
E. FINANCES			

1.	To agree Children in Need support costing less than £1000 per family, per year	Practice Manager	
2.	To agree Children in Need support costing more than £1000 per family, per year	Head of Service	Up to £20,000
3.	To agree packages of Children in Need support costing over £20,000 per year	Assistant Director	Up to £100,000
5.	Approval for hair strand testing and/or psychological or specialist assessment in proceedings or for the purpose of reunification and associated costs	Head of Service	
6.	Financial agreement to Staying Put Allowance	Head of Service	
F.	CHILDREN WHO GO MISSING		
1.	To chair a Stage one missing from home meeting (Stage 1-5 episodes of missing)	Advance Practitioner /Practice Manager	
2.	To chair a Stage two missing from home meeting (Stage 2-9 episodes of missing)	Practice Manager	
3.	To chair a Stage three missing from home meeting (continued absence)	Head of Service	
4.	To chair Stage three complex, high risk missing from home	Head of Service	
G.	MISCELLANEOUS		

1.	Act as guarantor for tenancies	Head of Service	
	Signing of any correspondence with Members of Parliament.	Director of Childrens services	
2.	Signing of any correspondence with local elected members, Ombudsman, Children's Commissioner etc.	Assistant Director	
3.	Complaints – response by Practice Manager, approved by Head of Service	Practice Manager	
4.	Authorisation of surveillance	Assistant Director	This requires CEO Agreement
5.	To ratify our children's homes as permanent	Head of Service (via Permanence Panel)	
6.	Agreement to start an employee, pre-DBS clearance	Assistant Director	

All officers who discharge functions on behalf of the Council are authorised to sign and issue on the Council's behalf any notice or other document required to give effect to such decisions.

Other Delegations

The Assistant Director, Children's Social Care has authorised the following officers to make the following decisions on his/her behalf:-

	Function delegated	Officers to whom delegated	Terms and conditions

All officers who discharge functions on behalf of the Council are authorised to sign and issue on the Council’s behalf any notice or other document required to give effect to such decisions.

Dates of Review

This scheme will be reviewed at the beginning of each year to ensure that it is up to date and fit for purpose.

Please use the table below to record the dates when the scheme was reviewed including if no changes are necessary.

Scheme Reviewed	Reviewing Officer