

Children's Social Care Scheme of Financial Delegation

To be read in conjunction with the Financial Procedure Rules (within the Council's Constitution)

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1. INTRODUCTION

- 1.1 Sefton Metropolitan Borough Council (SMBC) operates a system of devolved financial management to Assistant Directors as per the Council's Financial Procedure Rules (FPR).
- 1.2 The Scheme of Financial Delegation allows Assistant Directors to define which officers can initiate or approve a range of decisions or transactions that have a financial impact on their service. Individual officers are empowered to make decisions on behalf of their Service; responsibility and accountability is clear to all; risk of fraud and irregularity is managed through segregation of duties.
- 1.3 The Assistant Director may delegate responsibility for activities defined in this document to a specific officer or tier of management, however overall responsibility and accountability remains with the Assistant Director.
- 1.4 The Scheme of Financial Delegation covers a number of pre-defined areas of activity including, but not exclusively; budget management, procurement, human resources and banking. The areas covered within the scheme are not exhaustive and officers should refer to the Council's Constitution including Financial and Contract Procedure Rules.
- 1.5 A Scheme of Financial Delegation is required for every Service of the Council and Assistant Directors are responsible for maintaining accuracy and reviewing on an annual basis. All service Schemes of Financial Delegation should be approved by the Section 151 Officer.
- 1.6 Specific to Children's Social Care, a further document containing financial and non financial areas of delegation and responsibility is provided by the Assistant Director for Service and Team Managers. **This is attached at Appendix 1 for information.**

2. MANAGEMENT OF BUDGETS AND ACTUAL EXPENDITURE / INCOME

2.1 In-Year Budget Management

Assistant Directors are responsible for the overall management of budgets within their defined service areas however they can delegate responsibility for the day to day management of divisions of service / cost centres to departmental service managers. **Appendix 2 outlines service manager responsibilities for budgets.**

Service Managers must manage their budgets and strive to ensure that expenditure does not go beyond the provision made in the revenue or capital budgets. Regular budget meetings should be held with the Assistant Directors regarding the potential for overspending (i.e. before it happens). Managers should review spending and agree appropriate strategies to manage demand and associated expenditure.

Any emerging financial pressure resulting from increases in demand and/or growth, which may result in a budget being overspent, should be considered by Assistant Directors and if necessary by the Executive Leadership Team.

2.2 In-Year Changes to Service Budgets

Assistant Directors can only make changes to budgets if the overall impact on a Service is neutral. Where budget transfers (virements) are being made between Services, the impact across the affected Services must also be neutral. All budget transfers must comply with the limits as included in the FPR's within the Constitution.

Administrative virements e.g. as a result of re-organisation or restructure do not require Cabinet Member approval but over and above an agreed limit, as outlined below, will require Section 151 Officer (S151) approval.

Virement within a Portfolio	Post holder
Over £250,000	Executive Director / S151 Officer
£100,000 to £250,000	Assistant Director
Up to £100,000	Service Manager in consultation with Assistant Director
Virement between Portfolios	Post holder
Over £250,000	Joint Assistant Directors / S151 Officer
£100,000 to £250,000	Joint Assistant Directors
Up to £100,000	Respective Service Managers / Joint Assistant Directors

Changes to budgets that would cause the overall budget for a service, or group of services to alter must be notified to the S151 Officer in the first instance. This would include requests for additional funding and the application of general or earmarked reserves.

2.3 Journal Adjustments

The S151 Officer is responsible for the proper maintenance of the financial ledgers and for ensuring the integrity of the information they contain for internal and external reporting purposes.

Journal transfers will be input by officers within the Financial Management Division of the Finance Department, irrespective of their source. The originating department will be responsible for the legitimacy of and maintaining supporting paperwork to evidence the journal. Finance staff will be responsible for ensuring that journals are checked based on value / risk / regularity.

Any journal with a value over £10k must be approved (by a different officer to that raising the journal), prior to posting within the limits set out below:

All journals (including accruals) unless identified separately:

Level	Approval Thresholds	Approval Grade Range
Level 1	Up to £10,000	No approval required
Level 2	Over £10,000 and up to £75,000	Senior Finance Officer (J) and above
Level 3	Over £75,000 and up to £250,000	Service Manager (M) and above
Level 4	Over £250,000 and up to £1,000,000	Strategic Finance Manager (Hay 6) and above
Level 5	Over £1,000,000 to £5,000,000	Service Manager – Finance (Hay 5) and above
Level 6	Over £5,000,000	Executive Director - Corporate Services and Commercial

Year-End Annual Recharges:

Level	Approval Thresholds	Approval Grade Range
Level 1	Up to £10,000	No approval required
Level 2	Over £10,000 and up to £250,000	Senior Finance Officer (J) and above
Level 3	Over £250,000 and up to £1,000,000	Service Manager (M) and above
Level 4	Over £1,000,000 and up to £10,000,000	Strategic Finance Manager (Hay 6) and above
Level 5	Over £10,000,000	Service Manager – Finance (Hay 5) and above

Year-End Closedown Adjustments (Corporate) / Period 14 Notional Adjustments / Balances Brought Forward Adjustments

Level	Approval Thresholds	Approval Grade Range
Level 1	Up to £100,000	No approval required
Level 2	Over £100,000 and up to £1,000,000	Senior Finance Officer (J) and above
Level 3	Over £1,000,000 and up to £10,000,000	Service Manager (M) and above
Level 4	Over £10,000,000	Strategic Finance Manager (Hay 6) and above

3. AUTHORISATIONS

Prior to purchasing goods and services, please refer to Procurement and Contract Procedure rules within the Council's Constitution.

3.1 Approval Levels for Purchasing Goods and Services

Goods and services should be procured through the Agresso system by raising a purchase order in advance. The requisitioner should give the authoriser enough time to be able to review thoroughly prior to authorisation. The Assistant Director has delegated power to determine the responsibility for authorising officers and approval levels which are banded in accordance with limits set out below. Although each service has different requirements, the range of grades which can approve are also noted. These responsibilities are embedded in the Agresso system.

Agresso Level	Approval Thresholds	User is linked to	Approval Grade Range
Level 1	Up to £1,000	Cost Centre	H and above – Business Support Officers Only K and above – all other staff
Level 2	Over £1k and up to £30k	Cost Centre	Hay 6 and above
Level 3	Over £30k and up to £75k	Cost Centre	Hay 6 and above
Level 4	Over £75k and up to £250k	Division	Hay 6 and above
Level 5	Over £250k to £5M	Assistant Director	Hay 3 and above

It is the responsibility of those procuring goods and services to raise purchase orders in a timely manner when requesting approval from an appropriate authorising officer in line with the Scheme of Financial Delegation. Forward planning is critical to avoid delays caused by the absence / lack of availability of authorisers due to short term leave including annual leave; sickness; or capacity issues.

Where the nature of the service means specific procurement activity requires authorisation at short notice, it is the responsibility of Assistant Directors to ensure that delegated budget responsibility is given to a sufficient number of officers to ensure business continuity in the absence of any of the authorisers.

Where authorisers have left the authority, or they are due to be absent for a long period of time, then it is the responsibility of Assistant Directors to inform the Finance Systems Team, either directly or via the finance business partner, of a suitable alternative so that this can be setup and reflected within the Agresso system.

Approval of Care packages and placements are procured using Framework Contracts to ensure value for money and are outside of the Agresso system. Such arrangements will have additional delegated approval levels. (**See separate analysis of delegation – Appendix 3**)

Credit notes - Credit notes must be submitted to Accounts Payable, who will authorise and process credit notes on behalf of service area

Authorisation to Sign Contracts

The Contract Procedural Rules (CPRs) state that contracts shall be signed on behalf of the Council by a duly authorised officer in accordance with the Scheme of Financial Delegation for Officers. Every contract which exceeds a specific value (see CPRs) with any individual contractor (for the whole of the contract as opposed to the annual value) shall be sealed with the Council's Seal and shall be executed by the Contractor as a Deed. Therefore, for this service area, contracts can be signed at the appropriate stage in the procurement process in accordance with the following table.

Approval Thresholds	Approval Grade Range
Up to the limit at which contracts should be sealed (as per the CPRs)	Hay 6 and above
Over and above the limit at which contracts should be sealed (as per the CPRs)	Chief Legal and Democratic Officer or a Senior Lawyer (who is approved by the Chief Legal and Democratic Officer for this purpose)

Note that this does not override any other approval requirements of the CPRs and these should still be followed.

3.2 ContrOcc Payments System

The Children's Social Care Direct payment and Contracts payment system became operational in Q3 2019. This system sits between the Children's Liquid Logic Social Care system and the Council's Agresso financial system and deals with orders and payments to individual carers. Phase 2 of the project covers the commissioning of services for agency services in respect of care packages and placements and direct payments for Looked after Children. Controcc finance forms should be authorised by Service Manager prior to being sent to the Controcc pay tray.

3.3 Payment Cards* Holders

The issue and withdrawal of payment cards is at the discretion of the S151 Officer. Assistant Directors are responsible for the appropriate deployment and management of payment cards (including credit, debit cards and pre-paid purchase cards) within their service. Authorised Card Holders must only use cards for agreed purposes and they must not be used to circumvent procurement rules. Card Holders are accountable for any unauthorised use.

***Note that payment cards within CSC will continue to remain under review. Treasury_Management@sefton.gov.uk and the CSC finance contact must be informed immediately of changes.**

Credit Cards

A list of authorised Card Holders and Certifying Officers and their associated transaction and spending limits has been included within the table below:

Team	Card Holder	Certifying Officer	Credit card limit	Individual transaction limit
CSF	TBC	Laura Doyle	£20,000	£5,000
CSC	Cheryl Yates	Mandy Williams	£2,000	£1,000
CSC Help and Protection mid & north, CWCN, Academy	Angela O'Neill	Sian Hudson	£5,000	£1,000
CSC – Help and protection south	Megan Forbes	Paula Seivewright	£5,000	£1,000
CSC - MASH	Megan Forbes	Alex Jones	£5,000	£1,000
EDT	Susan Bentley	Alex Jones	£5,000	£500
EDT	Karen Bryan	Alex Jones	£5,000	£1,000
EDT	Danielle McLaughlin	Alex Jones	£5,000	£1,000
EDT	James Hughes	Alex Jones	£5,000	£1,000
EDT	Anna Maria Palmer	Alex Jones	£5,000	£1,000
EDT	Christine Bobb	Alex Jones	£5,000	£1,000
EDT	Glen Williams	Alex Jones	£5,000	£1,000
EDT	Darin McCrystal	Alex Jones	£5,000	£1,000
Springbrook	Richard Potts	Simon Fisher	£5,000	£1,000
MySpace	Joe Hartley	Rosanna Stanley	£5,000	£1,000

Youth Justice Service	Sophie Williams	Rosanna Stanley	£5,000	£1,000
FWC (Communities) – South	Amanda Hughes	Jacqueline Finlay	£5,000	£1,000
FWC (Communities) – Central – Litherland FWC	Leeann Doolin	Jacqueline Finlay	£5,000	£1,000
FWC (Communities) - North	Majella McGuire	Jacqueline Finlay	£5,000	£1,000
CSF	Lisa Quinn	Laura Doyle	£20,000	£5,000
Youth Justice Service	Ros Stanley	Mandy Williams	£5,000	£1,000

Card Holders must adhere to the procedures – the “Credit Card Procedure Manual”– issued by the Section 151 Officer which are available on the Finance Intranet page.

Debit Cards

Card Holders and Certifying Officer must adhere to the procedures – the “Procedures for Business Debit Card Holders” – issued by the Section 151 Officer which are available on the Finance Intranet page.

Team	Card Holder	Certifying Officer	Cash Withdrawal Limit
Springbrook	Richard Potts	Service Manager	£1,500
CSC	TBC	Service Manager	£nil

*For Prison transactions only.

Pre Paid Cards

The Imprest Holder and Certifying Officer must adhere to the procedures – the “Procedures for Prepaid Card Imprest Holders” – issued by the Section 151 Officer which are available on the Finance Intranet page.

There are no Pre Paid cards held within Children’s Social Care.

3.4 Imprest Accounts

The issue of and withdrawal of imprest accounts is at the discretion of the S151 Officer.

Imprest holders are accountable for the security of cash held and implementation of rules of use. Imprest accounts must not be used to circumvent procurement rules or alternative rules e.g. travel and subsistence. The maximum individual transaction which can be purchased using petty cash is £35 and expenditure should be supported by a VAT receipt.

Services maintain the approved imprest accounts and limits. **Account holders within Children's Social Care and locations are shown in Appendix 4.**

3.5 External Grant Funding

Assistant Directors must be cognitive of the requirements within the Financial Procedure Rules (Chapter 10 of the Constitution) around submission of grant applications and must inform the S151 Officer prior to any external grant applications being submitted by Sefton MBC.

All grant submissions to be signed off by the Section 151 Officer and relevant Assistant Director/Executive Director.

Similarly, the relevant Cabinet Member and Cabinet Member – Corporate Services should be consulted and provide approval to proceed.

If successful, expenditure and project can only commence when formal member approval for the supplementary revenue/capital estimate has been approved in accordance with FPRs.

3.6 Banking and Investments

Bank accounts can only be opened or closed, or arrangements made with any bank, with the approval of the S151 Officer. Authorisation to add or delete authorised signatories requires the approval of the following:

- Section 151 Officer; and
- Deputy S151 Officer.

In the absence of either of these two officers a delegation may be put in place.

Bank Accounts* held by Children's Social Care are:

Cherry Road Account
Melrose Account
Springbrook Account

*Note that bank accounts within CSC will continue to remain under review. Treasury_Management@sefton.gov.uk and the CSC finance contact must be informed immediately of changes.

3.7 Corporate Debt / Stock / Write Offs

The Section 151 Officer is responsible for producing and issuing guidance on bad debt. Assistant Directors are responsible for ensuring their teams comply with this guidance. Assistant Directors are responsible for ensuring that appropriate action and support is provided to the S151 Officer to minimise bad debt within their Service Area.

Where a debt is found to be irrecoverable, or stock is obsolete, below the value of £10k the Assistant Director must submit a request to the S151 Officer and the Monitoring Officer to write off the debt. Debts including and over £10k will require approval to write off from the Audit & Governance Committee.

3.8 Human Resources Process

Establishment Control Forms (ECFs) are completed by the Service Area to make amendments to the staffing establishment. Forms must be agreed and signed off by the relevant Assistant Director. The table below outlines HR issues and approval requirements:

Staff approval level	ECF Request Forms	Timesheet - Overtime claims	Sickness Notification	Mileage / expense claims	Annual Leave	Special leave
Assistant Director	√	√	√	√	√	√
Line Manager	x	√	√	√	√	√

3.9 Information and Communication Technology (ICT)

Service Managers should refer to the ICT Acceptable Use Policy which outlines individual and management responsibilities and expectations regarding the acceptable use of ICT.

- All Elected Members must accept responsibility for maintaining ICT standards within the organisation.
- All Managers must accept responsibility for initiating, implementing and maintaining ICT standards within the organisation.
- An asset register must be maintained for the department.
- All non-managerial employees must accept responsibility for maintaining standards by conforming to those controls, which are applicable to them.
- The ICT Client Team, supported by Agilisys, is responsible for implementation of technical security solutions to protect the network.
- It is the responsibility of managers to ensure they adhere to the Starters, Movers and Leavers policy requirements around the security, cost and the asset management of ICT equipment.

3.10 Insurance

Area of Delegation	Designated Authorising Officers
Keeping the Insurance Team informed of (and in order to comply with the Insurance Act 2015): <ul style="list-style-type: none"> • any actual, impending or potential claim against the Council's insurance – including where we have acted 	Senior Leadership Board / Senior Managers

<p>in error and this may or may not lead to a claim in the future;</p> <ul style="list-style-type: none"> • terms of any indemnity the Council is required to give; • any new risks arising or changes to existing risks or circumstances that may require a change in insurance arrangements 	
<p>Requesting Insurance Team approval for amending the standard insurance requirements for contracts:</p> <p>-£10 million for public liability -£10 million for employers liability -£5 million for professional indemnity</p> <p>The approval of amendments to standard insurance requirements for contracts below the council's minimum requirements shown above.</p>	<p>Note – advice only, commissioning department decision. Levels (£5m/£10m/£1m) are minimum as good practice per Brokers.</p>
<p>Authorising the service response to a claim which may be in the form of legal documentation such as statement of disclosure, signed defence etc.</p>	<p>Assistant Directors</p>
<p>Authorising the procurement of insurance (including brokerage) contracts</p>	<p>Cabinet Member/Executive Director of Corporate Services and Commercial</p>
<p>Authorising the procurement of the services of legal providers in relation to insurance claims</p>	<p>Chief Legal and Democratic Officer</p>
<p>To ensure that the Insurance Fund carries adequate reserves to meet costs of all claims reported by Insurance Brokers via their Actuarial Report</p>	<p>Finance Service Manager Corporate Resources</p>
<p>Reconciliation of all payments made by appointed Claims Handlers through Imprest accounts</p>	<p>Insurance Team</p>
<p>Ad Hoc payments to suppliers in relation to insurance claims/premiums</p>	<p>Internal Audit Manager/Executive Director of Corporate Services and Commercial via Insurance Team</p>

4. **APPROVAL OF SCHEME OF FINANCIAL DELEGATION**

<p>Assistant Directors</p> <ul style="list-style-type: none"> - Social Care - Safeguarding and Quality Assurance - Help and Protection 	<p>Nicky Hale (Interim)</p> <p>Joe Banham</p> <p>Mandy Williams</p> <p>Paula Thompson Jones</p>
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- Improvement	
Date of approval	July 2024
Evidence of approval held by	Nicky Hale (Interim) Joe Banham Mandy Williams Paula Thompson Jones
Section 151 Officer	Stephan Van Arendsen
Date of approval	July 2024

Areas of Decision Making and Responsibility in Child in Need, Child Protection and Cared for Children

July 2024

POLICY INFORMATION SHEET	
Service Area	Children's Social Care
Date effective from	July 2024
Responsible Officer	(Nicky Hales Interim)
Date of Reviews	August 2025
Status <ul style="list-style-type: none"> • Mandatory (all staff must adhere to guidance) • Optional (Procedures and practice can vary between teams) 	Mandatory
Target Audience	All Children ~Social Care Staff
Date of CSMT (Children's Services Management Team) Decision	July 2024
Related Document (s)	
Superseded Documents	
Equality Impact Assessment	

Introduction

This Scheme of Financial Delegation should be read in conjunction with all relevant policies and procedures.

Designated Managers are managers who have delegated authority to approve certain decisions and/or give consent in certain circumstances. There will be other circumstances in which designated managers must be notified of events. In all cases, authorisation and/or consent should be sought directly from the officer identified below as having the delegated authority, e.g. where consent is needed for blood tests on a looked after child, the responsible Team Manager should refer directly to the Service Manager. Similarly notification should be made directly to the officer identified below as the individual to be notified. In addition, other managers in the line management chain should be informed, for example by copying them in to correspondence.

Any emails should be distinct and the subject line should state clearly that the message concerns an authorisation, request for consent or a notification.

Any additional paperwork required by procedures must be made available.

Unless stated otherwise, references to Service Manager & Team Manager are to those managers responsible for the child, i.e. the social worker's line managers although in their absence another manager of the same level can substitute.

General principles:

- In any situations shown as requiring consent or authorisation, these must be secured prior to any action.
- In all cases, designated officers can only authorise expenditure within the limits of the usual budget delegation framework and any temporary financial controls.
- The Press Office must be notified of circumstances thought likely to attract public/media attention. The purpose is to forewarn the press office & to prepare for any media enquiries

The tables indicate the minimum level of delegation, e.g. if it is indicated that a Team Manager can make the decision, then this is Team Manager or above.

Where there is a cross (X) in two boxes e.g. attendance at meetings; this indicates that both should attend.

1. CiN / CP	SW	Team Manager	Service Manager	AD	DCS
Notification of Child Death/Serious Incident			X	X	X
Allocation of Referrals		X			
Decision to close Contacts and Referrals		X			
Management of S.47 Investigations		X			
CP Strategy Meeting		X			
Professional Abuse Procedures (Must Notify) (LADO)		X	X	X	
Monitoring of Stat Visits (Local Performance Indicator)		X			
Endorsement (counter signing)					
CP Case Conference Report		X			
CP review Reports		X			
CiN Meetings		X			
Private Foster Arrangements		X	X		
Decision to proceed to child protection conference		X			
Attempted suicide of a child receiving services		X	X	X	X
Recommendation to CP conference to discontinue a CP plan		X			
Appropriate allocation of work		X			
Involvement or suspected involvement in prostitution or sexual exploitation of a looked after child or a child subject to a child protection or child in need plan		X	X	X	X

2. Court	SW	Team Manager	Service Manager	AD	DCS
Decision to initiate proceedings (planned-legal Gateway)			X	X	
Decision for a Child or Young Person to come into care in an emergency (ie sec 20, PPO, immediate issue)				X	X
Placement in Secure under 72 hours rule				X	X
Endorsement of:					
Final Court Care Plan (needs Counter Signatory)		X	X		
Viability statements / parenting assessments /fostering assessments		X			
Other Reports e.g. S.37 & S.7		X			
Secure Order Applications				X	X
Statements	X	X			
SGO Plans		X			

Approval of Resources Within Proceedings	SW	Team Manager	Service Manager	AD	DCS
e.g. Specialised Assessments			X		
Therapy			X		
Attendance at Legal Meetings	X	X			
Chair Legal Gateway Meeting			X		
Chair of Legal Advice Meetings		X			
Pre – Proceedings Meetings	X	X			
With other LA's (as needed)	X	X			
Secure Reviews	X	X	X		

3. Allowances	SW	Team Manager	Service Manager	AD	DCS
Child Arrangement Order				X	
Adoption				X	
Special Guardianship				X	
Misc. e.g. Legal Costs			X		

4. Cared for Children	SW	Team Manager	Service Manager	AD	DCS
Decision to Accommodate				X	X
Agreement to <u>search</u> for an agency placement			X	X	
Agreement to the placement of a cared for child with an agency provider				X	
Approval: - Nominated Person (Reg. 24)				X	
Placement with Parents				X	
Consents: Medical anaesthetic				X	
Medical – Other			X		
Holidays/Trips			X		
Separation of Siblings			X		
Misc. e.g. Press Coverage				X	X
Passport Approval				X	X
Agreement to place a cared for child at a distance (placed in a local authority not immediately bordering Sefton)				X	X
Decision to turn off life support of a child subject to a Care Order					X
Serious illness or serious accident sustained by a looked after child, including attempted suicide		X	X	X	X

Sexual health services, including contraception & termination for a child subject to care order aged under 13 years				X	
Serious offence committed by a looked after child Allegation of a serious offence committed by a looked after child		X	X	X	X
Decision to bring criminal charges against a looked after child (e.g. criminal damage in a residential establishment or foster home, assault on staff)				X	X
Abduction or attempted abduction of looked after child		X	X	X	X
Formally acknowledging & recording that statutory requirements have not been met, with reasons e.g. frequency of visits.		X			

5. Attendance at Meetings	SW	Team Manager	Service Manager	AD	DCS
Missing from Home Procedures (refer to Pan Merseyside MFH Protocol)		X			
Strategy Meetings/ review meetings	X	X			
Disruption Meetings (attendance)	X	X			
Matching Meetings (non comp f/c)	X	X			
Agency Decision Maker				X	
Agency Decision Maker (fostering)			X		
Care Planning Meetings	X				
First & Final Care Planning		X			
Pathway Plans	X	X			
Transition to Adult Services	X	X			
ICPC / Review Conference	X				

Core Groups	X				
Step down meetings	X				
LGP	X				
Fostering	X	X			

6. Financial Approval Levels	SW	Team Manager	Service Manager	AD	DCS
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Please see Children's Social Care Scheme of Financial Delegation (specifically financial delegations)

7. Human Resources	SW	Team Manager	Service Manager	AD	DCS
Decision to suspend				X	X
Annual leave - over 3 weeks continuously				X	X
Carry over more than 5 days leave at the end of the leave year.				X	X
Leave in exceptional circumstances				X	X
Vacancy release			X		
Who can provide formal references for staff?		X	Authorised by X		
Initiate Capability Procedure – Whoever is line manager					

8. Key Miscellaneous Tasks	SW	Team Manager	Service Manager	AD
Complaints – Stage 1 – Resolution		X		
Complaints – Stage 2 – Resolution			X	X
Freedom of Information Requests			X	
File Audits	X	X	X	X
Supervision		X	X	X
MAPPA Level 2 meetings attendance		X		
MAPPA Level 3 meetings attendance			X	
MARAC meeting attendance		X		
Act as guarantor for tenancies			X	X
Signing of formal reports to the Lead Member/ Cabinet/ any elected members/ Ombudsman etc.				X
Signing of any correspondence with local/ national elected members, Ombudsman, Children's Commissioner, etc.				X

SW = Social Worker, AD = Assistant Director, DCS – Director of Children's Services

APPENDIX 2

Children's Social Care – Service Manager Budget Responsibility

Post Title / Holder	Post Title / Holder	Budget Areas of Responsibility
Assistant Director	CSC Service Managers	
/Nicky Hale (Interim)	Laura Doyle	Corporate Parenting; Placements & Packages
Mandy Joe Banham	Lisa Cummings	Practice Improvement
Nicky Hale (Interim)	Simon Fisher	Fostering and Adoption
/Nicky Hale (Interim)	Simon Fisher	Cherry Road, Springbrook
/Nicky Hale (Interim)	Laura Doyle	Leaving Care & Adolescent Team
Mandy Williams	Paula Seivewright	Locality South; CAS; Children With Disabilities, Care Placements & Packages
Mandy Williams	Sian Hudson	Locality Central & North; / Care Placements & Packages
Joe Banham	Deborah Core	Social Worker Academy
Mandy Williams	Alex Jones	Integrated Front Door: CHAT, EDT, Assessment Team
Mandy Williams	Jennifer Houghton / Rosanna Stanley	MySpace, Family Group Conferencing, Targeted Family Support, Family Time
Mandy Williams	Jacqueline Finlay	Targeted Family Well Being Centres and other Targeted Services
Mandy Williams	Ros Stanley	Youth Offending Team, Well Young Persons, Aiming Higher
Joe Banham	Helen Cavanna	Safeguarding / Care placements & Packages

CHILDREN'S SOCIAL CARE - FINANCIAL DELEGATIONS

AUTHORISATION OF EXPENDITURE AND CERTIFICATION OF PAYMENTS - OUTSIDE OF EXISTING FRAMEWORK ARRANGEMENTS – WHERE CONTRACT PROCEDURE RULES APPLY

Delegated Levels	Authorisation of Expenditure (Outside of Existing Framework Arrangements)		Certification of Payment
Up to £19,999	Service Manager	Two written quotations to be obtained (Request for Quotation) and evidenced accordingly	Service Manager
£20,000 to £150,000	Assistant Director responsibility & accountability	Pre-procurement risk assessment report and subject to a minimum of three electronic invitations via the Council's electronic opportunities portal via the Procurement Team.	Assistant Director / Executive Director of Children's Social Care & Education
£150,001 - £567,990	Cabinet Member	Tender Process via the Electronic Opportunities Portal and the Procurement Team. Cabinet Member to formally approve the basis of evaluation	Not applicable as Framework arrangements should exist
Over £567,990	Cabinet	Tender Process via the Electronic Opportunities Portal and the Procurement Team. Cabinet to formally approve the basis of evaluation	

NB Framework Arrangements (are deemed generic) including Corporate Contracts, Children's Social Care Contracts and Approved Provider lists – for further advice, please contact the Children's Social Care Commissioning and Contracts Section. Such arrangements ensure that value for money is achieved and affords protection to Council, Providers and Officers as outlined in the terms and conditions of the Framework Arrangement. The OJEU procurement level covering public sector is £213,477 so a three times multiplier is applied for Cabinet Member and Cabinet.

**ARRANGEMENTS FOR CHILDREN'S SOCIAL CARE PLACEMENTS & PACKAGES –
AUTHORISATION OF EXPENDITURE AND CERTIFICATION OF PAYMENTS – FOR EMERGENCY
PROVISION AND WHERE FRAMEWORK ARRANGEMENTS EXIST**

CHILDREN'S SOCIAL CARE PLACEMENT & PACKAGES			
	Authorisation of Expenditure		Certification of Payments
Delegated Levels	Emergency Orders	Framework Arrangements	Invoice / Schedule / Pro-formas
CARE PACKAGES Up to £26,000 per year or £500 per week	Assistant Director (or in their absence the Service Manager)	Assistant Director (or in their absence the Service Manager)	Service Manager
PLACEMENTS Up to £78,000 per year or £1,500 per week	Assistant Director (or in their absence the Service Manager)	Assistant Director (or in their absence the Service Manager)	Service Manager
£26,000 and over for Care packages and £78,000 and over for placements - up to £99,999	Assistant Director (or in their absence the Service Manager)	Assistant Director (or in their absence the Service Manager)	Assistant Director
£100,000 to £249,999	Assistant Director	Assistant Director	Assistant Director
£250,000 and over	Executive Director	Executive Director	Executive Director

The following delegated levels will be reviewed at regular intervals with appropriate approval by the Assistant Director and Assistant Director of Corporate Services and Commercial (Strategic Support).

NB Emergency Orders have been detailed in Children's Social Care Placement and Packages Scheme of Financial Delegation in order to acknowledge the unique circumstances and the urgency that maybe required to commission Care Packages and Placements. If it is not deemed an emergency then Contract Procedures will apply.

OTHER CHILDREN'S SOCIAL CARE EXPENDITURE - AUTHORISATION OF EXPENDITURE AND CERTIFICATION OF PAYMENTS - WHERE FRAMEWORK ARRANGEMENTS EXIST

OTHER CHILDREN'S SOCIAL CARE EXPENDITURE		
	Authorisation of Expenditure	Certification of Payments
Delegated Levels	Framework Arrangements	Invoice / Schedule / Third Party / Pro-formas
Up to £74,999	Service Manager	Service Manager
Up to £249,999	Assistant Director	Service Manager
Up to £1 million	Assistant Director / Executive Director of Children's Social Care and Education	n/a
Unlimited	n/a	Assistant Director / Executive Director of Children's Social Care and Education

Guidance and Best Practice

Authorisation of Expenditure: decision to spend expenditure – principle that this will be the Responsible/Accountable Officer (budget holder);

Certification of Payment: facility to process payment to Supplier/Provider/Client (automated or manual intervention may apply)

Separation of Duties: in order to demonstrate a level of control, where possible different officers should authorise expenditure and certify payments;

The Children's Social Care's Scheme of Financial Delegation should be operated in conjunction with the Council's Constitution and in particular with Financial Procedure Rules and Contract Procedure Rules. Further advice may be obtained from the Council's Risk and Audit Services Team.

Authoriser	Post	Current Postholder
Executive Director of Children's Social Care	Executive Director of Children's Social Care and Education	Risthardh Hare
Assistant Director	Assistant Director Cared for Children Assistant Director Cared for Children (Interim) Assistant Director of Quality Assurance and Safeguarding Interim Assistant Director for Help and Protection Interim Assistant Director of Improvement	Nicky Hale Joe Banham Mandy Williams Paula Thompson Jones
Service Manager	Corporate Parenting; Adoption; / Care Placements & Packages Fostering / Adoption Leaving Care / Adolescent Team Help and Protect South / Children With Complex needs / Care Placements & Packages Help and Protection Central, Help and Protection North /Care Placements & Packages Practice Improvement Cherry Road, Springbrook Social Worker Academy CHAT, EDT, Assessment Teams	Helen Hawkins (Interim)Simon Fisher Laura Doyle Paula Seivewright Sian Hudson Lisa Cummings Simon Fisher Deborah Core Alex Jones Jennifer Houghton Jacquie Finlay

	MySpace, Family Group Conferencing, Targeted Family Support, Family Time Targeted Services including Family Wellbeing Centres Youth Offending Team, Aiming Higher and Well Young Persons Safeguarding / Care placements & Packages	Ros Stanley Helen Cavanna
<p>As of July 2024, and for the remainder of 2024/25, Team Managers Grade K and Business Support Grade H have authorisation to approve Level 1 (up to £1,000) expenditure. All other authorisation sits with Service Manager and Assistant Director. Examples include ContrOCC forms, BACS and CHAPS requests, use of corporate credit and debit cards and Agresso authorisations.</p> <p>The list of Team Managers within the department is as follows:</p>		
Team Managers	MySpace Cherry Road Fostering Team Fostering & Adoption Business Support Corporate Parenting Team 1 Corporate Parenting Team 2 Corporate Parenting Team 3 Corporate Parenting Admin Young Persons Teams Help and Protection North 1 Help and Protection North 2 Help and Protection Central 3	Joe Hartley VACANT Maria Spatuzzi, Sarah Cavanagh (agency), Michelle Tomlinson Mandy Gratton Jamie Atkin (Agency) Ella Hoxey Adele Cuff Keenan Jane Rannard – to be confirmed end of week John Ruddick (Agency) & Sharon Cody Vacant (Janet Sharpe acting up) Alexandra Heaney Charlotte Strange Stacy Martin

	Help and Protection Central 4	
	Help and Protection Central 5	TBD
	Help and Protection South 6	
	Help and Protection South 7	Claire Roberts
	Help and Protection South 8	
	Help and Protection South 9	Amy McMenemy
	Help and Protection South 10	
	CHAT	Belieta Patterson
	Assessment Team	Susan Hastings
		Vacancy
	Leaving Care	Charlotte Moger/Nicola Driscoll/Marcelle Jones
	Emergency Duty Team	Alex Jones/ Paula Davies / Nikky Daley
	CWCN	/ Kyle Beesley (Agency) / Jade Bradshaw (Agency)
	Springbrook	Melanie Barlow / Claire Kendrick
	Safeguarding – IRO s	(Agency)
		Susan Bentley
	Social Worker Academy	Aimee Laphan, Nichola Parr / Jennifer Johnson
		Richard Potts
		Helen Cavanna / Darin McCrystal
	Family Time	Tony Mushrow, Leila Laaouina, Rebecca Duggan
	Targeted Family Support	Robert Hancock and Helen Reeve
	Family Wellbeing Centres	
	Myspace	Michelle Gillespie, Margaret Doran and Sharon Nelson
	Family Group Conferencing	Majella Maguire and Amanda Hughes
	Youth Offending Team	Joe Hartley
	Aiming High	Liam Murphy and Lyndsey Rudge
		Moira Adams and Adele Maddocks

		Louise Bellamy
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CHILDREN'S SOCIAL CARE – PETTY CASH IMPREST HOLDERS*

Service Area	Account holder name	Certifying Officers	Value
CHAT	MEGAN FORBES Petty cash service No longer required due to it being a non-case holding service	TBC	£1,500
SOCIAL WORK ACADEMY SERVICE	ANGELA ONEIL		£1,500
THERAPEUTIC SUPPORT TEAM	JENNY STUART - TBC		£250
AIMING HIGH TEAM – NETHERTON ACTIVITY CENTRE	BRENDA HOPKINS		£300
NAC – VOLUNTEER IMPREST	BRENDA HOPKINS		£500
CORPORATE PARENTING – Cared for Children	TBC – JANE RANNARD (Interim)		£800
LOCALITY TEAMS MID- Help and Protect Mid	ANGELA O'NEILL		£1,500
CORPORATE PARENTING – Leaving Care	TBC – JANE RANNARD (Interim)		£1,200
FOSTERING	MANDY GRATTON		£1,500
EDT	ANGELA O'NEILL / SUSAN BENTLEY		£250
CAS MELROSE – NOW MYSPACE	JOE HARTLEY/ANGELA MUIRHEAD		£1,000
SPRINGBROOK	RICHARD POTTS		£250
LOCALITY NORTH HELP AND PROTECT NORTH	ANGELA O'NEILL		£1,500
LOCALITY TEAM SOUTH HELP AND PROTECT SOUTH	MEGAN FORBES		£1,500

*Note that petty cash accounts within CSC will continue to remain under the control of the Treasury_Management@sefton.gov.uk and the CSC finance contact must be informed immediately of any changes.