



Internal Scheme of Delegation for Children's Services

Delegated Authority for Decision Making

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Policy Summary:

This document outlines the scheme of delegation and delegated authority for decision making within Slough Children First.

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Introduction

In accordance with the Scheme of Delegation to Officers (see *Part 3.6 of Slough Borough Council's Constitution*), the Executive Director of People (Children) Social Care is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Cabinet Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Cabinet or Council for consideration.

This is in their designation as Director of Children's Services (DCS) within Slough Borough Council and therefore they have responsibility for¹:

- Functions conferred on or exercisable by the authority in their capacity as a local education authority
- Functions conferred on or exercisable by the authority, which are social services functions, so far as those functions relate to children. [*Section 18 Children Act 2004*]
- Functions under section 23C to 24D of the Children Act 1989, relating to Child Looked After. [*Section 18 Children Act 2004*]
- Improving well-being of children in the authority's area. [*Sections 10 and 18 Children Act 2004*]
- Safeguarding and promoting the welfare of children. [*Sections 11 and 18 Children Act 2004*]
- Any function under section 75 of the National Health Service Act 2006 on behalf of an NHS body so far as those relate to children. [*Section 18 Children Act 2004*]

In addition to this, the Company has delivered social care services for SBC since October 2015 but its name and ownership changed in 2021 when it became Slough Children First (SCFR) and wholly owned by SBC. The DCS is the Chief Executive of SCF and as such has professional responsibility for Children's Services in Slough, an integrated brief for both education and social care. Within the Articles of Association the Chief Executive has responsibility for the functions in their designated role as DCS and also for:

- Corporate functions discharged relating to the delivery of Children's Services by Slough Children First

¹ Taken from Article 12: Officer Roles and Statutory Chief Officer Functions of SBC's Constitution

General Notes

This scheme details the officers who are authorised to carry out each function on the Director of Children's Social Care's behalf. All officers are bound by the Employee Code of Conduct and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.

It is important to remember that decision making is a core aspect of management responsibility and as such is an accountable activity. Decisions should also be made with regards to Article 13: Decision Making of the Constitution.

Even though the Director of Children's Social Care has sub-delegated the functions he/she **remains accountable** for all decisions taken in accordance with this scheme.

An officer with sub-delegated authority may decide not to exercise that authority, or the Director of Children's Social Care may indicate that the authority should not be exercised, in respect of any individual matter. In either case that matter should be referred to the Director of Children's Social Care for a decision or to the relevant Committee if appropriate.

Where the Director of Children's Social Care has chosen not to sub-delegate his/her authority, this is clearly stated within the scheme.

For each decision those with delegated responsibility are identified and, where relevant, additional information is provided on others who may be involved or the procedural guidance that should be referred to.

The Scheme of Delegation is based on SCF's line management arrangements. These arrangements provide a process for consultation, advice and support regarding decision making as well as a process for escalation.

With the exception of matters that are delegated to an officer due to their Statutory Role, or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is **automatically delegated to any officer within the team at a more senior level**.

In the event of the Director not being available for whatever reason then **the next most senior officer of the Directorate** shall be authorised to implement these delegated powers.

Where any new duty is given to the Council which does not fall within this Scheme of Delegation, the exercise of that duty shall be undertaken by the relevant Director until such time as the Council has allocated responsibility.

Group Delegations

The Director 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 [in established posts] within each group.

Sub-Group	Description	Officers included in group authorisation
SLT	Members of the Strategic Leadership Team under DCS/CEO	Director of Operations SBC AD of Education and Inclusion Head of HR and OD Business Planning Manger Finance Business Partner Strategic Finance Director
Heads of Service	Company Heads of Service	Head of Service – Early Help Head of Service – MASH, Referral & Intervention Head of Service – Safeguarding & Family Services Head of Service – CLA & Support Services Head of Regulated Service Head of Virtual School Head of Safeguarding & QA Head of HR & OD
Social Care HoS	Heads of Service directly working within the operational aspects of Social Care	Head of Service– Early Help Head of Service – MASH, Referral & Intervention Head of Service – Safeguarding & Family Services Head of Service – CLA & Support Services Head of Regulated Service Head of Safeguarding & QA
Corporate Team Leaders	Team Leaders within Corporate Services	Finance Business Partner Commissioning Lead Business Planning Manager

Social Care Team Manager	Any Team Manager directly working within the operational aspects of Social Care	<i>See Organisational Structure</i>
Line Managers	Any officer with line management responsibility	<i>See Organisational Structure</i>
HB Public Law	SBC are one of the shared service authorities for this legal practice	<i>External</i>
JLT	Joint Legal Team	<i>Within SBC</i>
Member	The Lead Member for Children's Services, Lifelong Learning & Skills	<i>As nominated by SBC's Cabinet</i>

Finance

All Officers within this service are required to comply with the Financial Regulations of SCF and to exercise their delegated powers and responsibilities in accordance with the Council's Constitution and best professional standards. In the event of an inconsistency between Financial Procedure Rules, Contract Procedures Rules and this scheme of delegation, the Financial Procedure Rules and Contract Procedure Rules take precedence.

	Function delegated	Delegated Officer	Guidance
1	Approve in year review to fees and charges within contracts at a maximum of a 3% requested increase.	Commissioning Lead	Subject to consultation with service users where necessary and consideration of equality implications. Also in consultation with Strategic Finance Director
2	Approve in year review to fees and charges within contracts between a 3% to 7% requested increase.	Corporate Team Leaders (via panel)	Subject to consultation with service users where necessary and consideration of equality implications. Also in consultation with Strategic Finance Director
3	Approve in year review to fees and charges within contracts greater than a 7% requested increase	SLT	If time sensitive for Director of Children's Services to approve and ratify at next possible meeting Subject to consultation with service users where necessary and consideration of equality implications. Also in consultation with Strategic Finance Director
4	Manage services within budget	Strategic Finance Director	
5	Ensure all expenditure is in accordance with budget provision	Strategic Finance Director Director of Operations	Any expenditure over £500 to go to ECP (Expenditure Control Panel)

6	Monitor budgets and notify finance business partner of forecast revenue or capital overspends, together with proposals for offsetting such overspend from virement within service/directorate, at least quarterly	Heads of Service/Corporate Team Leaders	
7	Manage capital projects, ensuring that spend is monitored and not committed to prior to sufficient budget provision being available	SLT	Strategic Finance Director to approve Full Business case in advance In accordance with Company's Capital Strategy and Key Priorities Ensure provided for in Capital Programme
8	Agree any virement between service areas	Strategic Finance Director	
9	Submit applications for external grant funding	Strategic Finance Director	Applications written by Heads of Service/Corporate Team Leaders and agreed by SLT in advance
10	Monitor spend against any external grant to ensure that all grant conditions are met and information and evidence is maintained to demonstrate compliance	Strategic Finance Director	
11	Ensure compliance with deadlines set by finance business partners in relation to closing of accounts and provide any information and evidence requested	Heads of Service/Corporate Team Leaders	
12	Notify finance business partners of any financial risks which may result in use of contingency funding, including insurance risks	Heads of Service/Corporate Team Leaders	
13	Agree financial settlement of legal disputes	SLT	Subject to legal advice
14	Disposal of non-property assets	SLT	By competitive quotations
15	Writing off debts up to £2k	Heads of Service/Corporate Team Leaders	Subject to legal advice
16	Writing off debts up to £10k	Strategic Finance Director	Subject to legal advice Anything above £10k needs Board approval

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17	Granting loans/lease up to £15k (e.g. employee loans for railcards, bicycle)	Strategic Finance Director	Anything above £25k needs Board approval
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Procurement and Commissioning

All procurement processes will adhere to Public Contract Regulations 2015 and those that fall within the powers delegated to the relevant officer and/or Director in accordance with the SCF Articles of Association. No contract, agreement or other document shall be signed unless it gives effect to a decision of the Commissioning Lead, Procurement professional and/or Directors in accordance with the SCF Contract Procedure Rules and the SCF Articles of Association. Where there is any conflict or inconsistency between the contract Procedure Rules and the SCF Articles of Association, then the latter shall prevail.

The latest UK Procurement Thresholds can be found in

[Procurement Policy Note 10:21 - New Thresholds Values and Inclusion of VAT in Contract Estimates.docx \(publishing.service.gov.uk\)](#)

	Function delegated	Delegated Officer	Guidance
1	Authority to commence a procurement with a total value over the Contract Term of under £5,000 (revenue)	Heads of Service/Corporate Team Leaders	Seek a minimum of One (1) quote
2	Acceptance process for Contract Term under £5,000 (revenue)	Heads of Service/Corporate Team Leaders	
3	Variation or extension acceptance for contract term value under £5,000 (revenue)	Heads of Service/Corporate Team Leaders	
4	Authority to commence a procurement with a total value over the Contract Term of between £5,000 and £30,000 (revenue)	Commissioning Lead	Seek minimum of three (3) quotations
5	Acceptance process for Contract Term between £5,000 and £30,000 (revenue)	Commissioning Lead	

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Over threshold committee
Are there differences between authority to proceed, accept and vary for signer

Commented [SC3]: Change figures 0-5, 5-30, 30-threshold (is threshold 180 or 213)
Over threshold committee
Are there differences between authority to proceed, accept and vary for signer

6	Variation or extension acceptance for contract term value between £5,000 and £30,000 (revenue)	Commissioning Lead	Stipulate contract cannot be varied without publication if above threshold (10% of contract value)
7	Authority to commence a procurement with Contract Term between £30,000 and UK procurement threshold (revenue)	SLT	Where possible have open market procurement and seek advice from Procurement and Legal colleagues
8	Acceptance process for Contract Term between £30,000 and UK procurement threshold (revenue)	SLT	
9	Variation or extension acceptance for contract term value between £30,000 and UK procurement threshold (revenue)	SLT	
10	Authority to commence a procurement with Contract value that is above UK procurement threshold (revenue)	SLT with key decisions taken to Board	Adhere to Public Contract Regulations 2015
11	Acceptance process for Contract Term above UK procurement threshold (revenue)	SLT with key decisions taken to Board	
12	Variation or extension acceptance for contract term value above UK procurement threshold (revenue)	SLT with key decisions taken to Board	

13	<p>RESERVED MATTERS REQUIRING MEMBER APPROVAL</p> <p>The matters that require prior Member approval pursuant to Article 29.1 of SCF Articles of Association include the entering into by the Company (SCF) of any new third party contracts for the provision of services by the Company to third parties which are outside the scope of the Service Delivery Contract and/or the Business Plan and which have a total value in excess of £181,302.</p> <p>(Services which are outside the scope of the Service Delivery Contract are those matters that have no direct connection or link with the provision of services to Slough Children and therefore contracting for such services is not pursuant to or aiding delivery of services to Slough Children).</p>	<p>The reserved matters must be referred to the Member (Slough Borough Council)</p>	<p>The Scheme of Delegation does not apply. If in doubt whether the matter is a reserved one or not under Article 29.1 of SCF Articles of Association, seek legal advice.</p>
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Human Resources

Directors are required to ensure that all staff are aware of internal HR policies and to maintain this HR scheme of delegation in accordance with those policies. The HR scheme of delegation will define the authorisation levels for specific HR decision making. In the event of an inconsistency between HR policy and this scheme of delegation, the HR policy takes precedence. All decisions taken are subject to budget availability.

Function delegated		Delegated Officer	Guidance
1	Authorisation to Recruit to an Established Post	Strategic Finance Director	Business Case will require completion
2	Authorisation to recruit to a non-establishment Post	SLT	Business Case will require completion

3	Payment of recruitment and retention allowances	SLT	Should be included in Business Case
4	Changes to organisational structure for posts below post holder, where this does not create a redundancy situation or re-grading of roles	SLT	
5	Authorise loans or payments in advance to employees	Head of HR & OD	
6	Authorise market supplement payments	SLT	If not part of the standard offer
7	Authorise salary change and accelerated increments	SLT	If not part a standard annual increment or a contractual duty
8	Authorise overtime payments and expenses claims for staff below the post holder	Director of Operations or Strategic Finance Director	
9	Authorise acting up arrangements	SLT	
10	Management of sickness absence procedures	Head of HR & OD	
11	Authorise leave arrangements for staff below the post holder	Line Manager via Agresso	Any carry-over leave must be approved by Head of Service or above.
12	Authorise time off / facilities for Trade Union officials	Line Manager	Subject to Collective Bargaining Agreement.
13	Authorise reduced notice periods and payment in lieu of notice following resignation	Head of HR & OD	Line Manager agrees and raises to HR
14	Appointment and termination of agency workers to cover vacant posts for posts below the post holder	SLT	Business Case will require completion
15	Appointment and termination of consultants or agency workers to cover additional work	SLT	Business Case will require completion
16	Disciplinary or capability action up to and including final written warning for staff below post holder	Head of HR & OD	Line Manager agrees and raises to HR
17	Making dismissal decision for staff below post holder	Head of Service/Corporate Team Leaders	HR policies confirm disciplinary procedure Decision maker must be senior to investigating officer

18	Hearing appeal against dismissal and other disciplinary action as appropriate for staff below post holder	SLT	HR policies confirm disciplinary and appeal hearings procedure dismissing Appeal hearer must be senior or peer to dismissing officer
19	Issuing at risk and notice of redundancy letters and situations where TUPE would apply for less than 20 employees	SLT	Subject to HR advice and consultation with TUs in accordance with local procedures
20	Agree settlement/instruct lawyers to defend Employment Tribunal	SLT	
21	Authorise early retirement or voluntary severance for staff below post holder, where package is less than £100k.	SLT	Subject to HR and s.151 officer agreement
22	Functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as employer.	SLT	Subject to input from SBC's H&S team, HR and line manager

Communications

All staff are required to take note of the Company's "Brand Guidelines" (which are available on the Intranet) when producing any document that will reflect SCF. This includes using Corporate Templates where necessary. No materials should be produced for external audiences without the involvement of the Communications Officer.

Function delegated		Delegated Officer	Guidance
1	To issue statements to the press and other news media	SLT	Produced in liaison with the Communications Officer
2	Agreement for any reports to be published on internal or external website	SLT	

3	Agreement for release of Freedom of Information (Fol) requests	Head of Service/Corporate Team Leaders	If information is for a media outlet then SLT signoff necessary
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Legal

HB Public Law provides legal services for Slough Borough Council. All staff are expected to immediately bring to the attention of their line manager in the first instance, any legal communications they may receive.

Function delegated		Delegated Officer	Guidance
1	Instructing HB Public Law in relation to legal matters and disputes	Corporate Team Leaders	
2	Instructing external lawyers in relation to legal matters and disputes	Strategic Finance Director	Subject to advice of HB Public Law
3	Instructing JLT in relation to any social care legal matters and disputes	Social Care HoS	
4	Instructing Counsel in relation to any social care legal matters and disputes	Director of Operations	

Corporate Support

All staff are required to be mindful of their mandatory Information Governance training.

Function delegated		Delegated Officer	Guidance
1	Allow access to restricted case files on ICS	Social Care HoS	HoS approval must be included in request to Astro

2	Sign off for release of Serious Case Reviews	SLT	
3	Sign off for any ICS audit	Director of Operations	
4	Sign off for any Probation Safeguarding Checks	MASH Team Manager	
5	Sign off for any Police Disclosure Checks	MASH Team Manager	

Children's Social Care

All staff have safeguarding responsibilities as set out in their mandatory employee training. The specific functions within Children's Social Care are to be evidenced and recorded in a timely fashion.

Function delegated		Delegated Officer	Guidance
A Section 17 spend			
1	Up to £500 per child/family, £1,000 pa	Social Care Team Manager	Finance Regulations
2	Over £500 per child/family, £3,000 pa	Social Care HoS	Finance Regulations
3	Over £3,000 per family, £6,000 pa	Social Care HoS	Finance Regulations
B Decision to accommodate			
1	Decision to accommodate a child in emergency situation	Agreement of two (2) Social Care HoS	Children Act 1989; Care Planning, Placement and Case Review Regulations 2015

2	Decision to accommodate a child in non-emergent situation	Social Care HoS following legal gateway	Children Act 1989; Care Planning, Placement and Case Review Regulations 2015
3	Decision to place a child in an Independent Fostering Agency (IFA) or in a Residential Home	Director of Operations	
4	Decision to use any placement not in Slough's boundaries or within any of the bordering local authorities.	Social Care HoS	In consultation with the IRO
C Care Proceedings			
1	Decision to apply for an Interim Care Order	Social Care HoS following legal gateway	S31 Children Act 1989
2	Decision to endorse the Care Plan for the Final Hearing	Social Care HoS following legal gateway	S29 Children Act 1989: one or more relevant senior officers should endorse the care plan for the final hearing as a SCF wide statement of its commitment to the plan. The choice of one or more senior officers designated to endorse care plans on behalf of SCF is for SCF to determine.
3	Decision to apply for a Supervision Order	Head of Service following legal gateway	S35 Children Act 1989
4	Decision to apply for an Emergency Protection Order	Social Care HoS in consultation with Director of Operations	S44 Children Act 1989
5	Decision to apply for a Child Assessment Order	Social Care HoS	S43 Children Act 1989

6	Decision to apply for discharge or variation of a Care or extension of a Supervision Order	Social Care HoS following legal gateway	S39 Children Act 1989
7	Decision to discharge a child on Sect 20 from accommodations [under 16 years old]	Social Care HoS	Following decision at a statutory review or in consultation and agreement from allocated IRO
8	Decision to discharge a child on Sect 20 from accommodations [16 or 17 year old]	Director of Children's Services	Following decision at a statutory review or in consultation and agreement from allocated IRO
D Contact with Parents			
1	Decision to refuse parental contact with a child subject to a Care Order for up to seven days in an emergency when it is necessary to do so in order to safeguard or promote the child's welfare	Social Care HoS	S34 (6) Children Act 1989 Briefing to be sent to Director of Operations
2	Authorisation of Contact for a Child Looked After with their parents	Social Care HoS	Decision on reasonable contact both direct and indirect between a Child who is Looked After and their parents and persons with Parental Responsibility, siblings and significant others consistent with the child's welfare Delegation
3	Decision to apply for an Order authorising SCF to refuse contact	Social Care HoS	S34 (4) Children Act 1989
E Medical Consent and Treatment			
1	Medical consent for a child subject to a Care Order to have routine medical treatment	Social Care HoS	Consent to be recorded in the placement information record, signed by the Team Manager.

2	Authorisation for the testing of a blood born virus	Social Care HoS	Consent to be recorded in the placement information record, signed by the Team Manager. S20- parents need to sign written consent care order or ICO- LA sign consent.
3	Emergency medical treatment which may or may not involve a general anaesthetic	Social Care HoS	Medical staff can act in an emergency on the basis of medical need. Briefing to be sent to Director of Operations
4	Planned medical treatment involving surgery and general anesthetic	Social Care HoS	Parental involvement should always be considered and only excluded if not in the child's best interests. Briefing to be sent to Director of Operations
F Decision to Withhold the whereabouts of a Child who is Looked After			
1	Decision to withhold the whereabouts of a child in care from a person with parental responsibility	Social Care HoS	Schedule 2 S15(4) Children Act 1989 A local authority is not required to inform any person of the whereabouts of a child if- A. the child is in the care of the authority; and B. the authority has reasonable cause to believe that informing the person would prejudice the child's welfare. NB This does not apply to a child accommodated under S20 Children Act 1989 when there is no legal right to withhold this information unless an Order has been applied for and obtained
2	Provision of accommodation in order to protect the child (e.g. from a parent who is considered to be a risk to the child)	Social Care HoS	Schedule 2 para S5 Children Act 1989

G Death of a Child Looked After and Not Child Looked After			
1	Notification following the death of a Child Looked After / serious harm to a child in a Children's Home or in Foster Care	Head of Safeguarding & QA with Director of Operations	Schedule 2 S20 Children Act 1989; Regulation 43 (1) and Schedule 8 Fostering Services 2002 Regulation 30 and Schedule 5 Children's Homes Regulations 2015 OFSTED guidance on handling serious childcare incidents. Briefing to be sent to SLT and Board
2	Funeral arrangements following the death of a Child Looked After	Director of Operations and Social Care HoS	These should always be made in consultation with the parents and may be made by the parents if they so wish and if it is deemed appropriate.
H Child Missing from Care or at Risk of Exploitation			
1	Notification following the child missing from home or care	Social Care HoS	Statutory guidance on children who run away or go missing from home or care https://sloughchildcare.proceduresonline.com/p_ch_miss_home_care.html# Child of Most Concern Notification Process
2	Child or young person at risk of exploitation including sexual exploitation	Social Care HoS	Slough Safeguarding Children Partnership - Child Sexual Exploitation and Missing (sloughsafeguardingpartnership.org.uk)
I Notification to Ofsted of Serious Harm to a Child/Safeguarding Practice Review			
1	Notification to Ofsted of serious harm to a child / Safeguarding Practice Review	Head of Safeguarding & QA	Ofsted guidance on handling serious childcare incidents Briefing to be sent to SLT

J Placement of a child with their parents			
1	Decision to place a child who is the subject of a Care Order or Interim Care Order with parents or persons with parental responsibility for a period in excess of 24 hours	Director of Operations	Vol. 3 Children Act 1989 Guidance & Regulations 5.40 Where a Director nominates another officer as decision maker the nomination should reflect the serious nature of the decision. Nominees will need good knowledge of childcare practice in order to provide a considered opinion The nomination of the senior officers can only be made by the Director and should be in writing.
K Placement of a child with Family and/or Friends			
1	Placement of a Child Looked After with family and friends – approval of Reg 24	Head of Regulated Services (to approve as ADM)	Care Planning, Placement & Case Review guidance & regulations 2015.
2	Long term placement of a Child Looked After with family and friends not approved through Reg 24	Fostering Panel	Care Planning, Placement & Case Review guidance & regulations 2015.
3	Child living with family and friends not approved through either Reg 24 or Fostering Panel	Director of Operations with legal advice	Care Planning, Placement & Case Review guidance & regulations 2015.
L Private Fostering			
1	Ratify a private fostering arrangement	Head of Service – CLA & Support Services and Head of Safeguarding & QA	Replacement Children Act 1989 guidance on private fostering

M Holidays Abroad and Passports			
1	Permission to go abroad (for a period of less than one month) including signing Passport application for child subject of a Care Order.	Social Care HoS	S33(8) Children Act 1989
2	Application for a passport for a Child Looked After	Social Care HoS	S33(3) Children Act 1989 in respect of a child in care and S22 (3) Children Act 1989 in respect of a child provided with accommodation under S20
N Application for a Child to live outside England and Wales			
1	Decision to apply for leave of the Court for a Child Looked After to live outside England or Wales	Social Care HoS	S33 (7) (b) Children Act 1989. This may have substantial financial implications and therefore delegation should reflect this. Briefing to Director of Children's Services
O Change of Name of a Child Looked After			
1	Permission for child subject to a Care Order to be known by a new surname (only possible with agreement of everyone with parental responsibility or leave of the Court)	Director of Children's Services	S33 (7) (a) Children Act 1989
P Armed Forces			
1	Permission for a child subject of a Care Order to join the Armed Forces	Director of Children's Services	S33 (3) Children Act 1989

Q Overnight Stays			
1	Decision for a Child Looked After to have a normal social visit over night	Foster Carer/Residential Carer in consultation with the Team Manager	CLA (2004) 4 Arrangements for such decisions written into the Placement Plan or Foster Placement Agreement. Children Looked After should in accordance with their Care plan be granted the same permission to take part in normal and acceptable age appropriate peer activities as would reasonably be granted by parents of their peers.
R Recovery Order			
1	Decision to apply for a Recovery Order for a child who is Looked After, the subject of an Emergency Protection Order or in Police Protection	Social Care HoS in consultation with Legal Services	S50 Children Act 1989
S Informing 3rd Party about a Person considered to be a risk to Children			
1	Decision to inform a third party of the identity and concerns about a person who is considered a risk to children	Social Care HoS in consultation with Probation Service/Police	S33(3) Children Act 1989 and S22(3) Children Act 1989 for LAC, S17 Children Act 1989 for children in need and S47 Children Act 1989 for children at risk.
T S47 Enquiries and Child Protection Conferences			
1	Decision to initiate S47 enquiries	Assistant Team Manager	S33(3) Children Act 1989 and S22(3) Children Act 1989 for LAC, S17 Children Act 1989 for children in need and S47 Children Act 1989 for children at risk. Working Together to Safeguard Children 2018

2	Decision to take no further action following S47 enquiries	Team Manager	S47 Children Act 1989
3	Decision to convene a child protection conference following S47 enquiries	Team Manager in consultation with CP Chair	
U Secure Accommodation			
1	Authority to apply for a Secure Accommodation Order	Director of Children's Services	S25 Children Act 1989 Vol. 4 CA 89 Guidance & Regs. 8.6
2	Authority to decide on a placement in secure accommodation without an Order for up to 72 hours	Director of Children's Services	S25 Children Act 1989
3	Review of placement in secure accommodation	Peer Social Care HoS (not responsible for care plan), Independent Reviewing Officer, Independent Person	Medical staff can act in an emergency on the basis of medical need.
V Fostering and Adoption			
1	Adoption Agency Decision Maker	Director of Operations	The Adoption Agencies (miscellaneous amendments) Regulations 2013. Adoption & Children Act 2002 Guidance Adoption Agencies Regulation 27.2. Statutory guidance on adoption for local authorities, voluntary adoption agencies and adoption support agencies July 2013 Para 3.83
2	Designated person to manage allegations and liaise with the LADO	Head of Safeguarding and QA	S25 Children Act 1989

3	Senior manager with whom Adoption Agency Decision Maker will discuss cases where s/he is minded not to accept the Adoption Panel's recommendation.	Head of Safeguarding and QA	
4	Fostering Panel Agency Decision Maker	Director of Operations	Regulation 28 Fostering Service Regulations 2011: No member of a fostering panel shall take part in any decision by the fostering service provider to approve or set terms of approval for a foster carer.
5	Chair of Fostering Panel that makes recommendations about, and any terms of, approvals	Independent Chairperson	Regulation 24 Fostering Service Regulations 2011
6	Manager to authorise fostering exemptions, increasing the limit of children placed in a fostering placement on an emergency/ temp basis - up to 6 weeks	Head of Regulated Services	
7	Manager who may authorise increasing the limit of children placed in a fostering placement on a planned basis - after all checks undertaken and the Fostering Panel has recommended an increase	Head of Regulated Services	
8	Authorise publicity for family finding for the adoption and long-term fostering of children	Head of Regulated Services	
W Youth Offending Team			
1	Performance of YOT/youth crime	Head of Service with responsibility for YOT	Crime and Disorder Act 1989

2	Decision to request caretaking arrangements and care take young people	Head of Service with responsibility for YOT	Working to Thames Valley agreement and takes into account YJB guidance
3	Decision to recommend a range of court Orders	Head of Service with responsibility for YOT	Crime and Disorder Act 1998, YJB case management guidance
4	Decision to request early revocation of a Court order	Head of Service with responsibility for YOT	
5	Decision to request change of bail conditions and grant 'holidays'/going abroad while subject to a Court Order	Head of Service with responsibility for YOT	
6	Decision to recommend a Secure Training Centre as opposed to a Young Offenders Institution	Head of Service with responsibility for YOT	In line with safeguarding and public protection considerations, case management guidance and discussions with YJB placements team
7	Parole reports	Head of Service with responsibility for YOT	
8	Allegations/Complaints/Investigations/Fols/Data Controller/sharing etc.	Strategic Finance Director	Data Protection Acts 1988, various procedures related to complaints, freedom of information etc.
9	Critical Incidents	Head of Service with responsibility for YOT	YJB guidance used
10	Production of various plans including the Youth Justice Plan	Head of Service with responsibility for YOT	Crime and Disorder Act 1998