

Scheme of Delegation (Casework)

This document was reviewed in October 2019.

Please note that these are the minimum levels at which there is delegated authority and that it is reasonable for line managers to move decision making up the hierarchy in order to respond to local circumstances.

ISSUE	Practice Manager	Team Manager	Senior Manager	Head of Social Care	Other
Approval to make application for Secure Order					Director
Emergency approval for 72 hour secure accommodation					Director
Decision to accommodate under Section 20 1989 CA				*	
Decision to accommodate 16 / 17 year olds under Section 20 1989 CA				*	
Decision to cease C/YP looked after Section 20 up to 15 years.			*		
Decision to cease to look after 16 or 17 year olds subject to section 20.					Director
Decision to move CLA placement			*		
Out of area bordering placements within 50 miles				*	
Out of area distant placements – over 50 miles including residential/fostering and family and friends placements				*	Weekly update to Director
Placement of child under 13 years in residential care (formal review minimum 3 monthly)				*	
Agreement for a young person over 18 to remain in a residential placement					Director
Permission to place young person looked after / care leavers or 16/17 homeless in B&B					Director
Decision to place in B&B Section 17			*		
Approval of agency placement and permission to place (fostering) up to £900.00 per week			*	HOS must approve BLA	
Approval of agency placement and permission to place (fostering) over £900.00 per week				*	

ISSUE	Practice Manager	Team Manager	Senior Manager	Head of Social Care	Other
Approval of agency placement and permission to place (residential) up to £3000.00 per week			*	HOS must approve BLA	
Approval of agency placement (residential) over £3000.00 per week and permission to place				* HOS must approve BLA	
Approval of agency placement and permission to place (residential) over £7000.00 per week					Interim Deputy Director CSC
Approval of agency placement and permission to place (residential) over £10 000.00					Director CSC
Approval for agency spend (family support) up to £1000.00 per year per family		*			
Approval for agency spend (family support) over £1000.00 per year per family			*		
Approval for agency spend (family support) over £5000.00 per year per family				*	
Home placement agreements				*	
Consent to medical examination and treatment of child looked after (if parent not readily available or not willing to sign)		*			
Criminal injuries compensation Claim		*			
Consent to travel abroad - CLA	*				
Consent to marry		*			
Consent to enlist in HM Forces		*			
Decision to initiate legal advice		*			
Decision to initiate legal action			*		
Authorisation of statement to court	*				
Approval of RO Allowance/SGO allowance; standard			*		
Approval of RO Allowance/SGO allowance; additional				*	

ISSUE	Practice Manager	Team Manager	Senior Manager	Head of Social Care	Other
Signature of Change of Name Deed for CLA			*		
Authorisation of surveillance					Director
Approval for permanence for child in foster placement					Permanence Panel
To chair a stage one missing from home meeting (stage 1 = 5 episodes of missing)		*			
To chair a stage two missing from home meeting (stage 2 = 9 episodes of missing)					IRO (senior manager / HoS must be advised)
To chair stage 3 Missing From Home Meetings (continued absence)			*		HoS to be advised
To chair stage 3 complex, high risk Missing from Home			*		
Agreement to authorised absence from education, (with agreement from head teacher)				*	
Consider the decisions of a CLA review within 5 working days and confirm agreement to these	*				
Agreement to propose cancellation of CLA review or CP conference where this decision would result in review being out of timescale					IRO
To agree on matters relating to litigation				*	
To act as designated complaints officer				*	
To agree to complaint progressing beyond stage one				*	
Agreement to commission financial assessment for charging policy	*				
Agreement to override charging policy for S.20				*	
Agreement to start an employee pre DBS clearance				*	
Staying Put Agreement / Allowance			*		