

Scheme of Delegation (Casework)
24 November 2015

Please note that these are the minimum level 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 subject to public law proceedings.		*			
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					Director
Placement of child under 13 years in residential care				*	
Agreement for a young person over 18 to remain in a residential placement				*	
Approval of agency placement (fostering)			*		
Approval of agency placement (residential)			*		

ISSUE	Practice Manager	Team Manager	Senior Manager	Head of Social Care	Other
Approval for agency spend (family support)		*			
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			*		
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	*				
To chair a stage two missing from home meeting		*			

ISSUE	Practice Manager	Team Manager	Senior Manager	Head of Social Care	Other
To chair stage 3 Missing From Home Meetings					IRO (senior manager must be advised)
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.		*			
Declaration of Parentage				*	
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			*		