

## Delegated Scheme of Responsibility

Delegated responsibility assigned below by the Director of Children's Services, whom in turn holds the overall responsibility. (See page 11 for version control).

**Key:**

Social Worker (SW)	Senior Practitioner (SP)	Team Manager (TM) Team Leader (TL)	Service Manager (SM) - QA Service	Independent Reviewing Officers (IRO)
Operational Lead (OL)	Strategic Lead (SL)	Director of Children's Services (DCS)	Agency Decision Maker (ADM)	

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>PLANNING FOR CHILDREN IN NEED</b>		
Allocation of referral and Child and Family Assessments	TM/SP	Alternative TM/SP
Sign off Child and Family Assessments	TM	Alternative TM
Signing Off Missing from Home Logs	TM	Alternative TM
Authority requesting Edge of Care	SW	TM/SP
Authority requesting referral to Family Group Conference	SW	SP/TM
Chair Child in Need meeting (*TM/Snr/CP Chair as required)	SW (*SP/TM quarterly / CP Chair when stepping down)	Alternative SW
Authorise specialist assessment (requiring funding)	OL	OL
Permission to speak to Media on behalf of CCC and agree statement	DCS / Press Office	DCS Cover (SL) / Press Office
Authorise Learning Reviews	OL	Alternative OL
Disabled CYP – Eligibility for Assessment	Team manager	TM/SP
Disabled CYP – Eligibility for Services	Team Manager	TM/SP
Decision to close cases	TM	Alternative TM
Private Fostering – Approve assessment of private foster carers	OL/Private fostering Lead	OL
Authorise S17 payments for housing costs / Rent (families) (exceptional circumstances)	OL	Alternative OL
Authorise S17 Payments up to £300	TM	OL
Authorise S17 payments up to £1000	OL	OL
Authorise S17 Payments over £1000 (for CDT see below under payments)	SL	SL

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CHILD PROTECTION</b>		
Initiate s47 enquiries	SP/TM	Alternative TM/SP
Chair s47 case discussions and strategy meetings	SP/TM	Alternative TM/SP
Approving outcome of s47 enquiries	TM	Alternative TM
Sign off Reports to Conference	TM/SP	TM/SP
Chair Complex Strategy Meetings	OL / Risk Management Coordinator	Alternative OL
Request an Initial CP Conference	TM	Alternative TM
Make child subject to a Child Protection Plan	CP Chair with CP Members recommendations	Chair of Conference to sign conference minutes to endorse decision
Decision to exclude parents from a Child Protection Conference	CP Chair	SM
Chair Core Group Meetings	SW	Alternative SW
Authorise the ending of a Child Protection Plan	CP Chair with CP Members recommendations	Chair to sign minutes to endorse this decision
Referral to Rapid Review under Child Safeguarding Practice Review Arrangements / Serious Incident Notifications	SL (Quality Assurance)	SL (Help and Protection)
Authorise Coventry Safeguarding Children Partnership Executive publications and communications	Chair of CSCP/DCS	Chair of CSCP/Director
Decision to allow the police to publicise a missing child in care (with a Care Order)	OL	Alternative OL/ SL
Decision to allow police to publicise a missing child in care (Interim Care Order)	Court	Court/SL
Decision to allow the police to publicise a missing child in care (S20)	Parents OL UASC	Parent
Signing Residential Assessment agreements	OL	Alternative OL

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>DECISION TO ACCOMMODATE</b>		
Decision to accommodate Child in an emergency – S20	OL	OL
Decision to accommodate Child in a planned manner	Legal Panel	Legal Panel
Decision to apply for an EPO	OL	OL
Decision for placement out of City (boarding LA)	SL	SL
Decision for placement out of City (at a distance)	DCS	SL covering DCS
Decision to go off Framework (Independent Fostering Agency)	Placement TM	Placement OL
To agree targeted short breaks via residential service or package persona care to authorise continuation of short breaks	Short Breaks panel	Short Breaks panel
To agree accommodation out of hours for UASC	EDO	OL
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CARE PROCEEDINGS</b>		
Decision to commence PLO/Care Proceedings	Admission/Legal Panel	Admission/Legal Panel
Decision to commence proceedings in an emergency i.e. EPO, or extensions of such order	OL	OL
Permission to hold Legal Planning Meeting	TM	OL
Decision to endorse and sign off Interim Care Plan	OL	OL
Decision to endorse the Care Plan for the final hearing <i>Only the Agency Decision Maker has the authority to changed endorsed panel decision, i.e. plan for adoption</i>	OL	OL
Decision to apply for discharge or variation of a Care Order (CO) or Supervision Order (SO)	Legal panel	SL
Authority to apply to court for a Recovery Order, with or without a warrant to enter premises (s50 CA89)	OL	SL
Authority to commence wardship proceedings with leave of the court (s100 CA89)	Legal Panel	SL
Authority to apply to court for a Child Assessment Order (s43 CA89)	Legal Panel	SL
Authority to appeal against a decision of the Court in respect of the transfer or proposed transfer of proceedings between Magistrates Court and County Court and High Court (s84(10) CA89)	SL	DCS
Authority to apply to a Court for the discharge of an Order committing a child to the care of the Council (s39 Children Act 1989)	Legal Panel	SL
Authority to apply to a Court for leave and to apply if leave is granted for a Prohibited Steps or Specific Issue Order	Legal Panel	SL

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CARE PROCEEDINGS</b>		
Authority to agree to the Court making a Family Assistance Order within Family proceedings (s16 CA89)	Legal Panel	OL
Authority to agree secure on welfare grounds	DCS	SL covering DCS
Authority to discharge a child placed, on welfare grounds, in Secure Accommodation (other than those young person's subject to a Court ordered remand)	SL	SL
Signing off court statements in proceedings	TM	Alternative TM
Section 7 Reports – Sign Off	TM	Alternative TM
Section 37 Reports – Sign Off (when outcome is not to issue proceedings)	OL	OL
Section 37 Reports – when outcome is seeking to issue	Legal Panel	SL
Supporting private application for Child Arrangements Order including an application by foster carer or approving financial support for legal costs of a CAO/approving allowances	Exceptional allowance panel	---
Support family members application for a special guardianship	OL	OL
Approving SGO allowances outside of standard offer	Exceptional Allowance Panel	---
Agreeing Specialist Assessment (outside of Panel)	OL	OL
Authority to appoint an independent visitor or to befriend children being looked after having little or no communication with a parent or guardian (Para 17 Sch 2 Children Act 1989)	SW/TM	TM/OL
<b>Nominated officer (Placement of a Child Looked After subject to Care Order or Interim Care Order with Parents)</b> Approve a decision to place a child in care with a parent or approve a decision to place a child in care with a parent before the assessment is complete) (Schedule 3 Sign off)	OL	Alternative OL

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CHILDREN LOOKED AFTER (CLA)</b>		
Temporary approval for connected person foster placement	ADM – Fostering	ADM Fostering
Agreement to a “connected person” foster placement when a parent is living in the same household	ADM – Fostering	ADM – Fostering
Agreement for residential placement search	OL	OL
Agreement to place in residential setting (in area)	SL	SL
Agreement for residential placement <u>outside</u> of City (bordering areas)	SL	SL
Agreement for residential placement outside of City (at a distance)	DCS	SL Covering DCS
Notification to other local authority regarding child looked after in their area	Team Manager - Placements Team	Team Manager covering
Authority to apply for a Secure Accommodation Order	DCS	SL Covering DCS
Decision to exclude person with PR from the review process	IRO	SM (QA)
Notification to a parent of CLA that their child has been injured or admitted to hospital (Need to Know to be completed)	SW	TM
Minor and/or routine medical treatment for CYP on orders	Foster Carer, with signed paperwork from TM and parents (if appropriate)	Alternative TM
Agreement for solo placement / Restriction on placement search	OL	OL cover
Agree IFA Placement	Fostering OL	OL Cover
Emergency medical treatment which may or may not involve general anaesthetic for CYP on orders Out of Hours –	Foster Carer/residential nominated person, with signed paperwork from LA	OL with consultation with treating physician and parent if possible
Planned medical treatment involving surgery and general anaesthetic for CYP on orders	OL Social Worker to attend hospital to represent Children’s Services	OL
Significant and permanent medical intervention e.g. sterilisation organ transplant for CYP on orders/ End of Life Orders	SL	DCS
Agreement for additional recourses related to a placement	Resource Panel (OL outside of panel)	Resource Panel

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CHILDREN LOOKED AFTER</b>		
Review / change End of Life Care Plans	TM / IRO is to Chair meeting if possible. OL to consult appropriately with necessary persons including parent/person with PR Legal and SL	SL
Notification following the death of a child looked after / serious harm to a child in a residential unit or a foster carer's home	SW/TM to inform OL OL to notify: SL via Need to know/Reg 40  DCS	SL
Funeral arrangements following the death of a Looked After Child	If s20 – parent CO - OL	OL
Schedule 3 (Placement with a Parents Regs)	OL	OL
Schedule 4 (Placement with a connected person)	ADM – Fostering	ADM – Fostering Cover / SL
Agreement to fund the placement of a child/young person in an external residential placement (e.g. community home, residential school, residential respite facilities)	Resource Panel	OL – Placements
Agreeing a Placement Move	OL outside of care planning	OL
Passport application for child subject to a care order	TM	OL
Permission for a child subject to a care order to be “known as” another surname	TM	OL
Permission for a child subject of a care order to marry	OL	SL
Decision for a child looked after to have overnight contact (care order)	OL	OL
Decision for child looked after to have overnight contact (ICO)	OL and Court to be notified	OL and Court to be notified
Decision for child looked after to have overnight contact (S20)	Parent/TM	OL
Approval of Regular and extended stays with friends	TM/ Can be delegated to foster carer	Alternative TM
Regular and extended stays with family	OL / Care plan	OL

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ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CHILDREN LOOKED AFTER</b>		
Authorisation for school trips for Children Looked After	Child's carer working on the premise of 'a responsible parent' Delegated Authority to foster carers	SW
Agreement to go on a holiday in UK	TM	TM
Agreement to holiday outside of term time	OL	OL
Agreement to holiday outside of UK	OL	OL
Agreement for engaging in extreme sports	OL	OL
Inform member of public of the identity and concerns about a person who is considered a risk to children	Multi-Agency process to be followed ie: 1) MAPPA Process 2) Police Offender Disclosure process 3) Forming a belief process	
Mental Health Act – act as nearest relative for child looked after	S20 – with family ICO – court Care order - TM	SL
Approve Foster Carers	Agency Decision maker, consideration from Fostering Panel recommendations	ADM
Terminate approval of foster carers	Agency Decision maker, consideration from Fostering Panel recommendations	ADM
Exemptions for foster carers	ADM Fostering	Fostering ADM cover / SL
Permanence – Approve CPR's and Form E's for submission to Panel	TM/SW	SL
Permanence – Agree adoption allowance (outside of standard offer)	SL through exceptional allowances panel	SL
Approve Payments for: (outside of standard offer) SGO Allowance CAO Allowance	SL through exceptional allowances panel	SL through exceptional allowances panel

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FCP for Reg 38		
Approve Plan for Permanence (Fostering Match – long term)	ADM – fostering	ADM – fostering
Permanence – Agree inter agency adoption placement	ACE / SL	ACE/SL
Permanence – Approve the removal child from prospective adopters (disruption)	OL	SL
Publicity / Advertising against wishes of those with parental responsibility	SL	SL/
Permission for a Young Person subject to a Care Order to join Armed Forces	OL	SL
Arrangement for Disruption meetings of permanent foster placements	TM	TM covering
Duty to report a child/young person missing from accommodation	Carer/Provider	
Authority to agree for children 16+ to exit LAC	DCS	SL Covering DCS
<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>CARE LEAVERS</b>		
Duty to prepare a pathway plan for each eligible child for each relevant child (Reg 8 Children Leaving Care Act 2000)	SW	TM/TL
Decision of eligibility of young person	TM/TL	TM/TL
Allocate case of former YP over 18 years	TM/TL	TM/TL
Authorisation of Needs Led Assessment for Care Leaver	TM/TL	TM/TL
Apply for National Insurance Number	SW	TM/TL
Agree Pathway Plan (18+)	TM/TL	TM/TL
To ensure each eligible child has a personal advisor (Reg 12 Children Leaving Care Act 2000)	TM/TL	TM/TL
Close case of relevant YP	TM	TM
Authorise Leaving Care Grant	TM/TL	TM/TL
Authorise Rent Deposit	TM/TL	OL
Approve Higher Education Grants (University Entrants)	TM/TL	OL
Approve financed in line with money matters policy	TM/TL	TM/TL
<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>ADOPTION</b>		
Agency Decision Maker (Adoption) Authority to make and participate in arrangements for the adoption of children whether or not looked after by the Council. (S. 5 Adoption & Children Act 2002 and Regs 19 & 33 Adoption Agency Regulations 2005)	ADM	ADM



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Authority to approve placement of individual children with prospective adopters (Reg. 33 Adoption Agency Regulations 2005)	ADM - Following consideration by Adoption Panel	ADM
Authority to approve adoption of individual children subject to Placement Orders, by foster parents (Reg. 33 Adoption Agency Regulations 2005)	ADM - Following consideration by Adoption Panel	ADM
Authority to serve a notice on prospective adopter of intention not to allow children to remain in his/her actual custody and to apply for leave of the Court. Decision includes a child subject of an application for a placement order.	Legal Panel	Legal Panel
Authority to visit protected children to ascertain well-being and to give advice relating to their care (S,5 Adoption & Children Act 2002, and Reg 36 Adoption Agency Regulations 2005)	TM	OL
Authority to apply to the Court for a Placement Order for children who are subject to a Care Order or being accommodated by the Council	ADM	ADM
Establishment of Adoption Panels and appointment of Chair and Members of each Panel (Regs 3 to 10 inclusive of Adoption Agency Regulations 2005)	Delegated to ACE	ACE
Charing disruption meeting	Independent chair: ACE	ACE
<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>ADOPTION</b>		
Authority to consider and approve the recommendations of the Adoption Panel (Regs 19, 27 & 33 Adoption Agency Regulations 2005)	ADM	ADM
Authority to approve adoption allowances (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	Exceptional Allowance Panel	---
Authority to review, vary and terminate adoption allowance (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	Exceptional Allowance Panel	---
Permanence – Approve adopters	Agency Decision Maker (ACE) considering Panel recommendations	ADM
Permanence – Terminate approval of adopters	Agency Decision Maker (ACE) considering Panel recommendations	ADM
Authority to approve applications via Panel for grants to prospective adopters for house alterations, furniture and equipment (Regs 8 to 12 inclusive of Adoption Support Services Regulations 2005)	Exceptional Allowance Panel	---
Authority to see separate adoptive homes for children from a sibling group. Separate adoptive or long term foster home for children from the same sub sibling group	ADM	ADM

## Delegated Scheme of Responsibility

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>FINANCE</b>		
Approval of One off Payments (nonrecurring) – Up to £300 on any one family p.a.	TM	Alternative TM
Approval of One off Payments (nonrecurring) – up to £1000 on any one family p.a.	OL	Alternative OL
Approval of Cumulative payment of up to £5000 p.a. per family	OL	Alternative OL
Approval of Disabled children resources up to £20,000 per year per child	OL	SL
Approval of disabled children resource above £20,000 per year per child	OL	SL
Approval of Post adoption expenses as identified in adoption support plan	TM	Alternative TM
Approval of Inter-agency adoption expenses including the inter-agency fee	OL	SL
Approval of Step parent adoption expenses	OL	SL
Approval of Inter country adoption expenses	OL	SL
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CONTACT WITH PARENTS</b>		
Decision to refuse parental contact with a Child or Young Person subject to a Care order – up to seven days in an emergency – when necessary to do so in order to safeguard/promote child’s welfare	OL	Alternative OL
Decision to apply for an order authorising the Authority to refuse contact	OL	Alternative OL
Decision to refer Children and Young People to the Supervised Contact Team	SW	TM
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>CRIMINAL INJURIES COMPENSATION CLAIMS</b>		
Approve for Child Looked After	OL	Alternative OL
Approve appeal for Child Looked After	OL	Alternative OL
Delegated person to hold CICA fund for LAC	OL/SL	DCS
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>OTHER</b>		
LCS/EHM Roll Back Requests	OL	OL

## Delegated Scheme of Responsibility

### Version Control and Changes

Version	Date change made	Change made	CSLT sign off	Date issued
Version 1	--	--	May 2020	May 2020
Version 2	29 June 2020	1) SP to allocate cases/C&F assessment (p1) 2) TM only to close cases (p1) 3) TM to close former relevant young people (p7) 4) Version control added (p11)	29 June 2020	29 June 2020