

**Local Scheme of Nomination Executive Director of People -
Children**

Signed:



Executive Director of People - Children

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Introduction

The Executive Director of People – Children is authorised to carry out functions on behalf of the Council.

This Local Scheme of Nomination:

- sets out which functions have been nominated by the Executive Director People - Children; and
- any conditions / limitations attached to the nomination by the Executive Director People - Children.

Who is covered by this Local Scheme of Nomination?

This Local Scheme of Nomination may be used in relation to any person who may lawfully be nominated any power by the Council.

The exercise of nominated powers

All nominations are to be exercised in accordance with the law, the Council's Constitution including in particular the Officer Scheme of Delegations, the Council's Financial Regulations, Contract Procedure Rules, Officer Code of Conduct and all other relevant policies, procedures and rules. For the avoidance of doubt, this includes the conditions / limitations set out in Appendix 2 of the Constitution irrespective of whether these are expressly referred to or not in relation to the relevant nomination. Where a maximum amount is identified in the condition /limitations column which is less than the relevant amount in Appendix 2 then the smaller amount shall apply.

Persons exercising nominated powers must:

- take appropriate legal or other advice
- consult any relevant chairman, lead member, Executive Member or other service area; and
- maintain an adequate record of action taken.

A person to whom authority has been nominated under this scheme may decide not to exercise any power nominated to him/her in relation to a particular matter.

Review and cancellation of nomination

A person who makes a nomination will keep it under regular review including:

- following any change to the Council's scheme of delegation;
- whenever there is a change to his/her delegation; and
- whenever there is a change to the structure of his/her Directorate.

All local schemes should in any event be reviewed every six months.

Any nomination may be cancelled at any time by the person making the nomination by giving written notice to the Monitoring Officer and to the person with the nomination.

Any nomination will automatically cease in the case of a person:

- who is employed by the Council, that person's employment with the Council ceasing; or

- who is contracted to work for the Council whether directly or indirectly through a contract with a third party who employs/engages that person; the contract comes to an end whether through termination, expiry of time or otherwise.

The Template

The purpose of the template is to ensure consistency of approach by any person nominating another person to exercise a power delegated to him/her. However, where in the opinion of the Monitoring Officer another Council document either nominates another person to exercise a power of the Council or intends to do so, that document may be relied upon as the basis for the nomination.

A copy of the any nomination document must be sent to the Monitoring Officer, although failure to provide the Monitoring Officer with a copy will not invalidate any nomination made.

Interpretation

Words and phrases used in this Scheme of Nomination shall have the same meaning as those used in the Officer Scheme of Delegation.

References to a service and/or function for which an Officer is responsible includes any service and/or function for which that Officer has responsibility in whole or part including any direct or indirect management responsibility.

Where there is reference to the need to consult with any Officer then to the extent this is possible within the Officer of Scheme of Delegations this also includes any other Officer authorised to act for the Officer if absent and/or unavailable.

Nomination of powers

I Theresa Leavy – Executive Director People - Children, make the nominations below:

1. Power to deputise

I nominate and authorise the Officers identified below to exercise those powers specified at any time that I am at any time unavailable, uncontactable or absent. For the avoidance of doubt each of those Officers can exercise the powers identified independently of, and without reference, to any other Officer.

The exercise of all powers specified below is subject to the limitations set out in Appendix 2 of the Constitution.

* Numbering corresponds to the delegation number in the Officer Scheme of Delegation as at the time of the nomination. For the avoidance of doubt, changes to such numbering and/or the delegation wording in the Officer Scheme of Delegation shall not be construed as altering this Scheme of Nomination.

Function/power nominated	Officer to whom nomination is given	Conditions/limitations (if any)
*Authority to act on my behalf and exercise all my powers, if I am unavailable or absent, in relation to [add in service area e.g. child protection, commissioning etc.]	E.g Corporate Director or Head of....	Subject to the directorate specific delegations; conditions; limitations; and reporting requirements detailed in the Scheme of Delegations and the remainder of this document.

2. Directorate Specific Functions

I nominate and authorise the Officers identified below to be able to exercise those powers specified at any time. For the avoidance of doubt each of those Officers can exercise the powers identified independently of, and without reference, to any other Officer.

Nominations to all officers		
Function/power nominated	Officer to whom nomination is given	Conditions/limitations if any
To act as a witness: (a) on behalf of the council in any proceedings in which the council is directly involved; and/or (b) where so directed by a court, tribunal, hearing or other inquiry with power so to do; and/or (c) in any other circumstance with the prior written approval of the Monitoring Officer.	All officers	
To undertake all action relevant to that officer that is required by or identified in Financial Regulations and/or Contract Procedure Rules as applicable to that officer.	All officers	
To undertake all action relevant to any matter to which an officer is given a role, power or activity pursuant to any provision set out in the Constitution where the officer is exercising, <ul style="list-style-type: none"> • a role as a Proper Officer; • Employment Powers; or • Financial Powers. 	All officers	Subject to the conditions and limitations set out in the Scheme of Delegation.

Action required	Delegated to	In absence of Delegated person
See also: Guide to Social Worker/Advance Practitioner/Team Manager/ASYE/Student Responsibilities		
1. Children in need		
1. Signing off Child and Family Assessment	SW Signs; Team Manager countersigns	Locality Service Manager in the absence of any Team Manager
2. Signing Off Missing from Home Interviews	Team Manager	Locality Service Manager
3. Request support from Early Help- Locality Line of Sight meeting	Locality Early Help and Education and Social Work Service Manager	Locality Line of Sight Meeting
4. Request for planned weekend work, out of hours work	Team Manager	Locality Service Manager

5. Chair Child in Need meetings	Team Manager Advanced Practitioner Level 2 and 3 Social Workers	Team Manager countersigns minutes and plans
6. Authorise specialist assessment (requiring funding)	Locality Line of Sight meeting	Leadership oversight meeting
7. Signing Residential Assessment agreements	Leadership Oversight meeting	Service Manager Corporate Parenting and Permanence
8. Complex Case Reviews	Team Manager	Locality Service Manager
9. Disabled CYP – Eligibility for Assessment (within MASH)	Team Manger	CWAD Service Manager
10. Disabled CYP – Eligibility for Services following assessment	Team Manager	CWAD Service Manager
11. Use of B&B for young person (16+) refusing s20 but with nowhere to reside in an emergency (Max 1 night only whilst CSC assess/liase with housing)	Service Manager for Corporate Parenting and then Corporate Director CS to agree any extension)	Head of Locality
12. Private Fostering (a) Approve assessment of private foster carers	Team Manager (SW Lead for Private Fostering will advise)	Service Manager Dorchester and West (Lead for Private Fostering)
13. Private Fostering (b) Where assessment includes recommendation to prohibit carer or impose requirements; where carer is disqualified; consideration of continuation of placement with disqualified carer. Also, proposal to vary or remove requirements.	Locality Service Manager with legal advice	Head of Locality
Action required	Delegated to	In absence of Delegated person
2. Child protection		
14. Initiate S47 enquiries	Team Manager	Locality Service Manager
15. Approving outcome of S47 enquiries	Team Manager	Locality Service Manager
16. Chair S47 case discussions and Strategy meetings	Team Manager or consultant SWs when in the Front Door (CHAD, MASH and OOH)	Service Manager LADO
17. Chair LADO Allegations Management Meeting	LADO	Safeguarding and Standards Advisor - schools
18. Chair Complex Strategy Meetings	All Service Managers/ Head of Locality /LADO If very complex, Head of QA&P	All Service Managers/ Head of Locality /LADO If very complex, QM

19. Request an Initial CP Conference	Team Manager	Service Manager
20. Make child subject of a Child Protection Plan	Quality Assurance and Reviewing Officer (QARO) who chairs and is responsible for ensuring decision safeguards child.	QARO Chair to sign minutes to confirm decision. QA Manager
21. Chair Core Group Meetings	Team Manager Advanced Practitioner Level 3 social worker Level 2 Social Worker (variable - see Guide*)	Team Manager Advanced Practitioner Level 3 social worker Level 2 social worker
22. Planning and outcome in respect of child where s47 enquiries have not identified likelihood of significant harm	Team Manager	Service Manager
23. Remove requirement for a CP Plan	Quality Assurance and Reviewing Officer (QARO) who chairs and is responsible for ensuring decision safeguards child.	QARO Chair to sign minutes to confirm decision QA Manager
24. Referral to Safeguarding Partnership for Child Safeguarding Practice Review	Corporate Directors	Head of Quality Assurance and Partnerships
25. Authorise final report for Child Safeguarding Practice Review	Executive Director Children's Services	Corporate Director - Care and Protection Children's Services
26. 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	
Action required	Delegated to	In absence of Delegated person
3. Court proceedings		
27. Decision to commence PLO	Service Manager Line of Sight meeting Overview at leadership meeting	Head of Locality chairing leadership overview meeting
28. Decision to commence care proceedings	Head of Locality at leadership oversight meeting	Head of Locality cover at leadership oversight meeting
29. Decision to seek EPO	Head of Locality who chairs Leadership Oversight meeting	Head of Locality who is deputy chair for Leadership Oversight meeting
30. Agreement to hold Legal Planning Meeting	Service Manager via Locality Line of Sight meeting	Head of Locality
31. Sign off of initial statements (SWET) and care plan	Team Manager	Service Manager
32. Sign off of initial statements and care plan if there are significant cost	Service Manager then Head of Locality sign Copied to Corporate Director	Service Manager cover then Head of Locality sign Copied to Corporate Director

implications or delay in Court planning for a child		
33. Decision to endorse the Care Plan for the final hearing <i>NB: Only the Agency Decision Maker has the authority to change endorsed panel decision, i.e. Plan for adoption etc.</i>	Service Manager then Head of Locality sign Copied to Corporate Director if delay in care planning	Service Manager cover then Head of Locality sign Copied to Corporate Directors if delay in care planning
34. Decision to apply for discharge or variation of a Care or Supervision Order or Emergency Protection Order.	Service Manager	Head of Locality
35. Decision to apply for a Recovery Order (child subject of CO/ICO or EPO or in Police Protection)	Service Manager after legal advice	Head of Locality
36. Sign off court statements in proceedings	Team Manager (following both Service Manager and Legal oversight)	Service Manager
37. Section 7 reports – sign off	Team Manager	Service Manager
Action required	Delegated to	In absence of Delegated person
38. Section 37 reports – sign off	Team Manager Line of sight meeting if care proceedings requested	Service Manager
39. Authority to apply for a Secure Accommodation Order	Executive Director Children's Services to chair Secure Accommodation Panel	Corporate Director Care and Protection, Children's Services.
40. Application for Deprivation of Liberty Order	Executive Director of Children's Services	Corporate Director Care and Protection, Children's Services.
4. Decision for child to come into the care of the local authority/discharge care order		
41. Decision to accommodate Child in an emergency	Head of Locality – chair of Leadership Oversight meeting	Head of Locality covering – chair of leadership oversight meeting
42. Decision to accommodate child in a planned manner	Head of locality – chair of leadership oversight meeting	Head of Locality covering – chair of leadership oversight meeting

43. Sign off decision to accommodate a child	Head of locality – chair of leadership oversight meeting	Head of Locality covering – chair of leadership oversight meeting
44. Authorisation for placement out of county	Corporate Director	Head of Locality
45. Authorisation for placement 'At a Distance'	Corporate Director	Head of locality
46. Disabled Children's Panel: authorise short breaks (residential or Link); continuation of short break	Service Manager/Disabled Children's Panel	Head of Locality
47. Consultation when parent plans to discharge a child from accommodation (Note: urgent consideration required; see 'Ceasing to look after a child' procedure)	Service Manager	Head of Locality
48. Decision to discharge a child from accommodation: young person aged 16/17	Corporate Director	Executive Director Children's Services
5. Children in care – Making Placements		
49. Agree any placement (emergency and planned) for a child	Head of Locality OOHs 'on call' senior manager	Head of Locality OOHs 'on call' senior manager
50. Decision to apply for leave of the Court for a child in care to live outside England and Wales	Head of Locality	Head of Locality covering
51. Care Planning Placement and Case Review Regulations 2010, (regulation 18 Placement with Parents)	Head of Locality	Head of Locality covering
Action required	Delegated to	In absence of Delegated person
52. Emergency placement with Connected Person (pending full Regulation 24 assessment)	Service Manager	Service Manager covering
53. Placement with a Connected Person: authorisation of placement based on Regulation 24 assessment	Fostering Panel	Fostering Panel

54. Chair Placement Planning meeting	Level 2/ Level 3 Social Worker with AP/Team support if required	Team Manager
6. Children in care – Contact and the role of the parent		
55. Decision to refuse parental contact with a child (Care Order) – up to seven days in an emergency – when necessary in order to safeguard/promote child's welfare	Service Manager in consultation with legal	Service Manager covering in consultation with legal
56. Decision to apply for an order authorising refusal of contact	Head of Locality	Head of Locality covering
57. Plan and hold Supervised Contact	Social Worker and Team Manager	Service Manager
58. Agree unsupervised contact with family members and connected persons	Team Manager	Service Manager
59. Withhold whereabouts of child in care from a person (usually a parent).	Service Manager after legal advice	Service Manager covering, after legal advice
60. Decision to exclude any person from Child in Care Review (including someone with PR)	Quality Assurance Reviewing Officer (QARO)	QA Manager
7. Children in care – Health		
61. Notification to a parent that looked after child injured, admitted to hospital, etc	Social Worker, AP, Team Manager	Service Manager
62. Authorisation of minor and/or routine medical treatment (Care/Placement Order)	Foster/Adoptive Carer, with signed paperwork from Service Manager and parents (if appropriate) Foster carers delegated responsibility	Foster/Adoptive Carer, with signed paperwork from Service Manager and parents (if appropriate) Foster carers delegated responsibility
Action required	Delegated to	In absence of Delegated person
63. Emergency medical treatment which may or may not involve general anaesthetic (Care Order) Out of Hours:	Head of Locality in consultation with treating Physician and parent if possible. Delegated to SM for CWAD Service Manager on Call / Parent(s) in consultation with treating Physician	Head of Locality in consultation with treating Physician and parent if possible. Delegated to SM for CWAD Service Manager on Call / Parent(s) in consultation with treating Physician
64. Planned medical treatment involving	Head of Locality authorisation in consultation with treating physician	Head of Locality authorisation in consultation with treating physician

surgery and general anaesthetic (Care Order)	Team Manager / Social Worker to attend hospital to represent	Team Manager / Social Worker to attend hospital to represent
65. Significant and permanent medical intervention e.g. organ transplant (Care Order)	Corporate Director	Executive Director of Children's Services
66. Mental Health Act (To act as nearest relative – Care Order) (Note: If s20 – parent has lead responsibility)	Team Manager can delegate to social worker	Service Manager
67. Decision to withhold or withdraw life preserving medical treatment (Care Order)	Executive Director Children's Services in consultation with treating physician and parents. Consent to life-ending withdrawal of medical support for a child will require an application to the High Court even if all relevant parties are in agreement. Legal advice must be sought as a matter of urgency.	Corporate Director Care and Protection, Children's Services in consultation with treating physician and parents. Consent to life-ending withdrawal of medical support for a child will require an application to the High Court even if all relevant parties are in agreement. Legal advice must be sought as a matter of urgency.
68. Review / change End of Life Care Plans	Head of Locality to Chair meeting; Service Manager to consult with key people (parents/ others with PR, medical staff, Legal, etc)	Head of Locality covering to Chair meeting; Service Manager to consult with key people (parents/ others with PR, medical staff, Legal, etc)
69. Funeral arrangements for a Looked After Child (Note: If s20 – parent has lead responsibility)	Service Manager and Team Manager	Peer Service Manager and Team Manager
8. Children in care - Key decisions / authorisations		
70. Permission to go abroad: period of less than 1 month	Service Manager	Head of Locality
71. Passport application (Care Order)	Team Manager	Service Manager
72. Criminal Injuries Compensation: a) Approval of application	Team Manager after legal advice	Service Manager
b) Approve appeal against award	Head of Locality	Corporate Director
Action required	Delegated to	In absence of Delegated person
c) Delegated person to hold CICA fund	Corporate Director	Corporate Director

73. Permission for a child to be "known as" another surname (Care Order)	Service Manager with advice from legal	Head of Locality
74. Permission to marry or enter a civil partnership (Care Order)	Corporate Director	Corporate Director
75. Permission to join the Armed Forces (Care Order)	Head of Locality	Head of Locality
9. Children in care – Delegation of authority/parental responsibility		
76. Decision for a child to have a normal social visit overnight	Social Worker in consultation with Team Manager- Can be delegated to foster carer via delegated authority	Service Manager
77. Regular and extended stays with friends	Social worker in consultation with team Manager- Can be delegated to foster carer via delegated authority	Service Manager
78. Regular and extended stays with family (For Care Order, see also 'Placement with Parents') after completion of risk assessment	Social Worker and Team Manager	Service Manager
79. Authorisation for school trips for Looked After Children	Parents, social worker Team Manager- Can be delegated to foster carer via delegated authority	Service Manager
10. Children in care – Notifications		
80. Notification following the death of a child in care /serious harm to a child in a residential unit or a foster carers home (see below for Ofsted)	Need to Know from Head of Locality or SM for CWAD to Corporate Director Corporate Director undertakes notification - can delegate to Head of Quality Assurance and Partnerships Corporate Director notifies: Executive Director Children's Services Lead Member Comms Corporate Directors If incident involves an allegation against a carer then LADO to be informed and CP procedures followed by SW and TM	
81. Notification to OFSTED of serious harm to a child	Registered Manager of Children's Home if required, or Head of Quality Assurance and Partnerships	Corporate Director
82. Notification of Death of Care Leaver 18+	Head of Locality completes 'Need to Know' and sends to Corporate Director	Corporate Director
Action required	Delegated to	In absence of Delegated person
11. Fostering and Permanence		

83.Authorise Form F for presentation to Panel	Team Manager	Service Manager
84.Approve Foster Carers	Agency Decision Maker, Fostering, considering Fostering Panel recommendations	ADM Adoption
85.Terminate approval of foster carers	ADM Fostering, considering Panel recommendations	ADM Adoption
86.Review of Foster Carer approval	Fostering Panel: end of Year 1 and Year 3, when change to Skills Level proposed and after significant event (inc allegation) Service Manager Fostering: All other annual reviews	
87.Exemptions for foster carers	Corporate Parenting Service Manager	Delegated Head of Locality
88.Variation to terms of approval	ADM Fostering, considering Panel recommendations	ADM Adoption
89.Permanence – quality assurance and approve CPRs for submission to ADM	Service Manager	Head of Locality
90.Permanence - Approve adopters	Agency Decision Maker (Adoption Aspire), considering Panel recommendations	
91.Permanence – Terminate approval of adopters	Agency Decision Maker (Adoption Aspire), considering Panel recommendations	
92.Permanence – Agree adoption allowance	Head of Service, Children in Care	Corporate Director, Care and Protection
93.Payments for: SGO Allowance CAO Allowance FCP for Reg 38	Head of Service, Children in Care	Corporate Director, Care and Protection
94.Approve Plan for Permanence (fostering)	ADM Fostering	ADM Adoption
95.Permanence – Agree inter agency adoption placement	Aspire and Corporate Parenting SM	Head of Locality
96.Permanence – Remove child from prospective adopters	Head of Locality	Corporate Director
97.Permission for children’s profiles to be advertised/appear in media	Head of Locality	Corporate Director
98.Publicity / Advertising against wishes of those with parental responsibility	Head of Locality	Corporate Director
99.Arrangement of lessons learnt Meeting - Adoption	Aspire identify chair; SW convenes meeting	
100.Arrangement of Lessons Learnt Meeting: Permanent foster placement	Head of Service for Children in Care	Service Manager for Corporate Parenting and Care Leavers

Action required	Delegated to	In absence of Delegated person
12. Care Leavers		
101.Authorise emergency accommodation	Service Manager Adolescent Service	Service Manager Corporate Parenting
102.Use of B&B accommodation for young person (16+) already looked after	Head of Service for Children in Care (NB: max 1 nights, Corporate Director Care and Protection to agree any extension)	Head of Locality (SW)
103.Decision on eligibility of young person.	Service Manager Adolescent Service	Service Manager Corporate Parenting
104.Allocate case of 'Former Relevant' young person (over 18 years)	Service Manager	Service Manager Corporate Parenting
105.Authorisation of Needs Led Assessment for Care Leaver	Team Manager	Service Manager Care Leavers
106.Apply for National Insurance Number	Team Manager	Service Manager
107.Agree Pathway Plan (18+)	Team Manager	Service Manager Care Leavers
108.Chair review of Pathway Plan	Team Manager	Service Manager Care Leavers
109.Close case of relevant YP	Team Manager	Service Manager Care Leavers
110.Authorise Leaving Care Grant	Team Manager	Service Manager Care Leavers
111.Authorise Rent Deposit	SW/ TM	Service Manager Care Leavers
112.Higher Education Grants (University Entrants)	Service Manager Adolescent Service	Service Manager Corporate Parenting
113.Unaccompanied trips abroad	Service Manager Adolescent Service	Service Manager Corporate Parenting

13. Finance				
Action required	Delegated to	In absence of Delegated person	Budget holder	Budget manager Coordinating role, not accountable
114.One off Payments (nonrecurring) - Up to £150 on any one family p.a	Team Manager	Service Manager HOS	Service Manager	BS Manager
115.One off Payments	Service Manager	Service Manager HOS	Service Manager	BS Manager

(nonrecurring)– up to £1,000 on any one family p.a				
Action required	Delegated to	In absence of Delegated person	Budget holder	Budget manager Coordinating role, not accountable
116.Cumulative payment of up to £5,000 p.a. per family	Head of Locality	Head of Locality	Service Manager	BS Manager
117.Disabled children resources up to £20,000 per year per child	Corporate Director Care and Protection (SW) Corporate Director Education and learning (SEND)	Head of Locality (SW) Head of Locality (SEND)	Service Manager (SW) Service Manager (SEND)	BS Manager
118.Disabled children resource above £20,000 per year per child	Corporate Director Care and Protection (SW) Corporate Director Education and learning (SEND)	Head of Locality (SW) Head of Locality (SEND)	Service Manager (SW) Service Manager (SEND)	BS Manager
119.Fortnightly Carer Payments	Service Manager Corporate Parenting	Head of Service	Service Manager Corporate Parenting	BS Manager CIC
120.Post adoption expenses as identified in adoption support plan	Service Manager Corporate Parenting	Head of Locality	Service Manager Corporate Parenting	BS Manager CIC
121.Inter-agency adoption expenses	Service Manager Corporate Parenting	Corporate Director	Service Manager Corporate Parenting	BS Manager CIC
122.Step-parent adoption expenses	Service Manager Corporate Parenting	Corporate Director	Service Manager Corporate Parenting	BS Manager CIC
123.Inter country adoption expenses	Service Manager Corporate Parenting	Corporate Director	Service Manager Corporate Parenting	BS Manager CIC
124.Skills payments	ADM Fostering, considering Fostering			BS Manager CIC

		Panel advice			
14. OTHER					
Action required		Delegated to		In absence of delegated person	
125.CiN Procedures		Each individual procedure 'owned' by specified HoS; Revision coordinated by Quality Assurance and Partnerships		CSLT	
126.CP Procedures					
127.Disabled Children Procedures					
128.Children in Care Procedures					
129.Safeguarding Partnership Procedures		Head of Quality Assurance and Partnerships		Safeguarding Partnership/CSLT	
130.Fostering Manual		SM Corporate Parenting		CSLT	
131.Kinship Manual		SM Corporate Parenting		CSLT	
132.ChAD Procedures		ChAD Service Manager		CSLT	
133.Authorisation for DBS		All relevant recruiting managers / Human Resources		All relevant recruiting managers / Human Resources	
134.Permission to speak to Media on behalf of Dorset Council		Executive Director Children's Services / Corporate Communications Team		Corporate Directors / Corporate Communications Team	
135. Attend Rapid Response Meeting		Head of Locality or CWAD Service Manager if child is open to CS, ChAD Service Manager if not. Head of QA also to attend if matter is complex.		Covering Head of Locality	