

**KIRKLEES DIRECTORATE FOR CHILDREN'S SERVICES
SCHEME OF DELEGATION FOR
FAMILY SUPPORT & CHILD PROTECTION**

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KIRKLEES DIRECTORATE FOR CHILDREN & YOUNG PEOPLE

DELEGATED POWERS

Purpose

To set out the delegations from the Council's Executive and Council bodies to Chief and Deputy Chief officers within the Children and Young Peoples Service.

Related Policies & Documents

- Council Constitution (Part 2: Article 13: Decision Making) - <http://www.kirklees.gov.uk/you-kmc/constitution/articles/art13.pdf>
- Council Constitution (Part 3: Responsibility for Functions) - <http://www.kirklees.gov.uk/you-kmc/constitution/ConstitPart3.pdf>

Key Statutes/Legislation

The following pieces of legislation are instrumental in many of the delegated decisions outlined in this document:

Academies Act 2010	Education & Skills Act 2008
Adoption Agency Regulations 1983 and 1997	Fostering Services Regulations 2002
Adoption and Children Act 2002	Powers of Criminal Courts (Sentencing) Act 2000
Apprenticeships, Skills, Children and Learning Act 2009	Learning & Skills Act 2000
Carers and Disabled Children Act 2000	Local Authority Social Services Act 1970
Childcare Act 2006	Mental Health Act 1983: Section 27
Children Act 1989	Placement with Parents Regulations 1991
Children & Young Persons Act 2008	Representation of the People Act 1983: Section 95 & 96
Crime & Disorder Act 1998	Safeguarding Vulnerable Groups Act 2006
Criminal Justice Act 1991	School Standard and Framework Act 1998
Education Act 2005	Supreme Court Act 1981: Section 41
Education & Inspections Act 2006	Children and Families Act 2014
Education Act 2011	Care Planning Regulations 2010 & 2015
	Children's and Social Work Act 2017

Who is governed by this policy?

The scheme of delegations will apply to all permanent, contract and temporary staff working for the Council.

Summary

The Council's Constitution requires that the Directorate will prepare a Scheme of Delegation. Such schemes should clearly establish which officer posts have been given authority to make decisions under the delegated powers of the Director or Assistant Directors. All schemes of delegation will be lodged with the Council's Monitoring Officer and made available to the public on request.

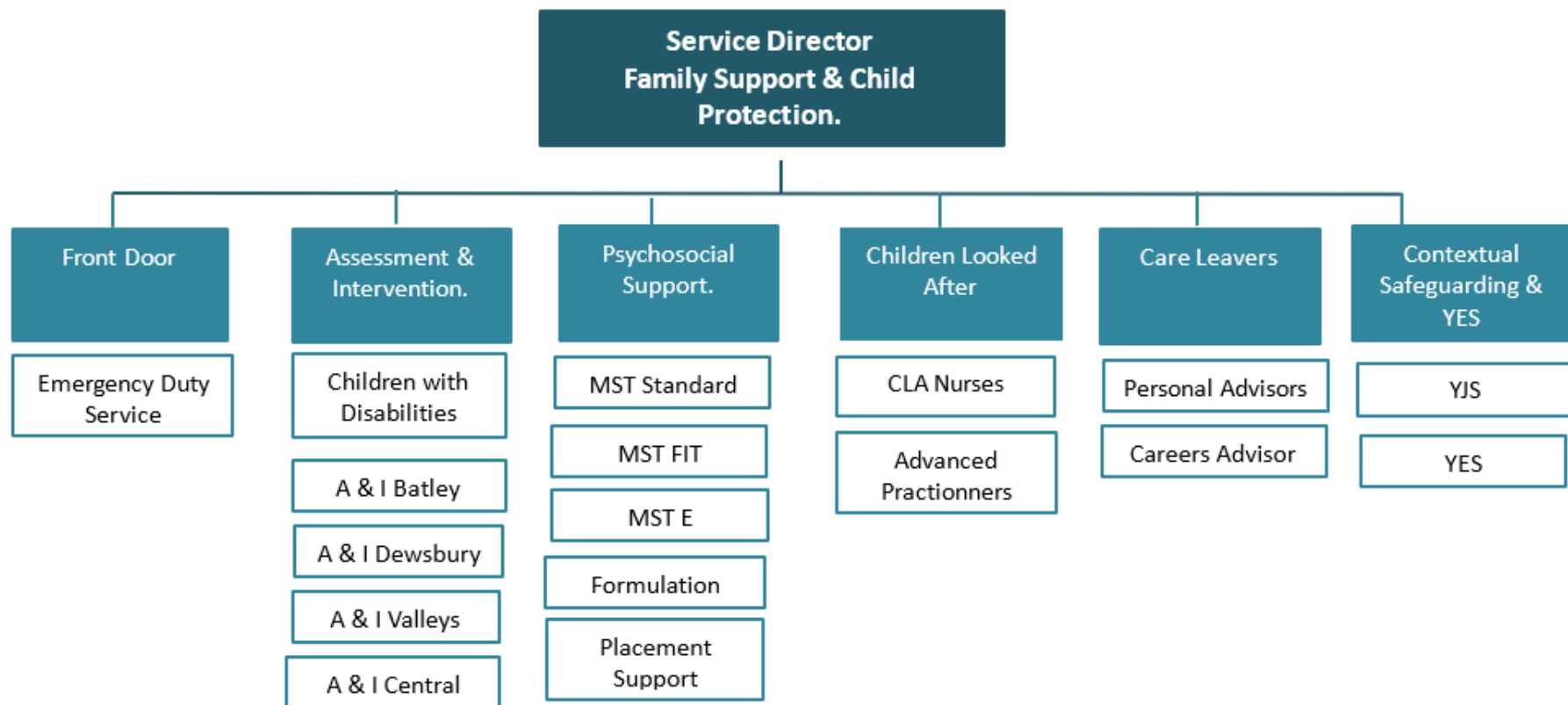
All delegations are subject to compliance with the law, the Council's Constitution, its Procurement Code, Financial Regulations and other relevant policies and procedures. All delegations may be exercised by the Director of Children's Services as well as those posts set out in this Scheme of Delegation.

Delegation is simply a way of allocating matters to the levels appropriate to ensure that the Directorate's business is dealt with in the most efficient way possible. This means that some matters will be considered and approved by the Children's Services Senior Leadership Team (SLT) (Strategic Director & Service Directors) as appropriate, whereas others can be dealt with efficiently and properly by other members of the Children's Services Family Support and Child Protection and Learning and Early Support Leadership teams (defined at Grades 17-19), or other Officer Posts.

Delegated power will normally be exercised at the lowest level to which it has been given. However, all such powers will also be held by SLT and no delegation shall preclude the reference of matters for a decision to that body, except where action has already been taken. This provision is subject to statutory requirements which may apply from time to time.

Where an officer post to which any function has been delegated is renamed or is affected by a staffing reorganisation, then the relevant delegation shall be treated as applying to the renamed post or, as appropriate, to the post which has been allocated the same or substantially the same relevant duties as the original post following that reorganisation.

Although powers have been delegated to officers, there is a requirement to consult local ward councillors and community lead councillors if the decision you are making has a direct impact on a local community. Local ward councillors should be kept aware of any decision made and implemented under delegated powers that affects members of the community in their ward.



Scheme of Delegation & Decision Making (Family Support & Child Protection)

Section 1: Children social care specific.

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Assessments & Reports								
Approve no further action on a referral			✓					
Agree less frequent visits					✓			
Authorise the commencement of Single Assessment.			✓					
Authorise S47 strategy discussion. Determine need for S47 enquiries			✓					
Sign off Single Assessment.			✓					
Sign off S47 Enquiry/Record of outcomes.			✓					
Authorise the commencement of Pre-Birth Assessment			✓					
Agreement to end S47 enquiry without going to Case conference or initiate legal proceedings			✓					
Sign off the Pre-Birth Assessment Report.			✓					
Sign off Pre-birth Assessment Plan.			✓					
Authorises the commencement of viability assessments of connected persons			✓					
Authorises the commencement of In-depth Social Work Assessments			✓					
Signs off In-depth Social Work Assessment.			✓					
Sign off the viability assessments of connected persons			✓	✓	✓			
Sign off Age Assessment			✓					
Sign off European Convention of Human Rights Assessment Report			✓					

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Sign off Parenting Assessment Report (FS&AT)			✓					
Authorises Private Fostering Assessment			✓					
Signs off Private Fostering Assessment			✓					
Signs off Child Permanence Reports			✓	✓				
Sign off Child Protection Plans			✓					
Sign off Child in Need Plans			✓					
Sign off Pathway Plans & Reviews			✓					
Sign off Review Decisions for CLA			✓	✓				
Placement of young person at a distance (Foster Placement)						✓		
Placement of young person at a distance (Childrens Home)						✓		
Ending CLA of 16/17 yo s.20						✓		
Ending CLA status for other cases					✓			
Sign off PWP Report					✓			
Agree application for Recovery Order					✓			
Information Sharing								
Authorises Police Check (S47 enquiry)			✓					
Authorises DBS					✓			

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Public advertisement of missing child/young person						✓		
CAMHS Consultation Referral			✓					
Applications for Adaptations (CWD)				✓				
Referral for Personal Advisor			✓					
Case Transfer & Closure								
Case closure			✓					
Case transfer to another Team/Service			✓					
Case transfer to another Local Authority			✓					
Acceptance of a case from another Local Authority				✓				
Legal								
Authorises Legal Planning Meeting				✓				
Sign off Section 7 Reports				✓				
Sign off Section 37 Reports				✓				
Sign off Special Guardianship Reports				✓	✓ Permanence Panel			
Sign off Special Guardianship support Plans				✓	✓ Permanence Panel			
Authorise an emergency protection application:					✓			
Authorise Legal Planning Meeting				✓ Legal Gateway				
Authorises initiation of Care Proceedings					✓			

					Legal Gateway			
Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Commissioning of Expert Witnesses					✓			
Commissioning of drug/alcohol testing (including hair strand testing)					✓			
Sign off Interim Care Plans				✓ (requires signature)				
Sign of Final Care Plans		✓ (requires signature)	✓ (requires signature)	✓ (requires signature)	✓ (requires signature)			
Authorise S20 Accommodation (including completion of rationale into care report)			✓		✓ Legal Gateway			
Medical								
Countersign BAAF consent form for CLA for obtaining and sharing health information in cases of parental refusal			✓					
Countersign consent for medical treatment for CLA in cases of parental refusal						✓	✓	
Termination of pregnancy of a CLA						✓	✓	
Placement Approval.								
Internal foster placement				✓ Fostering Services				
Internal residential placement					✓			
Limit on the number of children in Foster Homes (Exemptions)					✓			
External residential placement						✓ All external placements		
Emergency external residential placement						✓		
Family residential assessment placement						✓		

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Placement with Parent Regulations					✓			
Placement with nominated person/s (Regulation 24)					✓			
Extension of Reg 24 Placement beyond 16 weeks (up to 24 weeks)					✓			
Authorise application for secure accommodation in an emergency						✓		
Authorise placement in secure accommodation						✓		
Place siblings separately					✓			
Permission to fund a for young person being placed in supported accommodation					✓			
Authorise placement of children in a Refuge				✓				
Authorise placement outside of England & Wales (Scotland requires Legal advice)						✓		
Remands to Local Authority Accommodation					✓			
Authorise a change of name for a looked after child						✓		
Agreed to the marriage of a looked after child						✓		
Authorise suspension of contact					✓			
Foster Carer Approval and Review				✓ Fostering Service & Panel				
Criminal injuries Compensation for CLA				✓				
Passports for CLA			✓					
School or Educational Trips & Holidays Aboard				✓				
Permission for CLA to be absent from school during term time						✓		

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Respond to complaint at Stage 1 of the procedure			✓	✓ (only if complaint relates to the actions of a Team Manager)	✓ (only if complaint relates to the actions of a Service Manager)			
Respond to complaint at Stage 2 of the procedure			✓	✓				
Adjudicate Stage 2 complaints					✓			
Payment of Adoption Allowance					✓ When in ADM role	✓		
Payment of Special Guardianship Allowance				✓	✓ Permanence Panel in Line with Procedures	✓ Exceptional Circumstance EPP		
Payment of Residence Allowance				✓	✓ Permanence Panel in Line with Procedures	✓ Exceptional Circumstances EPP		
Payment of Contact Expenses			✓					
Payment under Section 17			✓					
Authorise on-going payments to families with no Recourse to Public Funds				✓ Financial limit	✓			
Income Maintenance Costs for aged 16 + who have left Care – care leavers only				✓	✓ Permanence Panel			

Responsibility	Personal Advisor	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Procedure Reference
Payments from 'Care Leavers Pot' to meet need/aspirations in pathway plan.	✓ Financial limit							Support Policy for Young People leaving care
Housing Costs including 'Setting up Home Grant' – care leavers only			✓ Financial limit	✓ Financial limit	✓			Support Policy for Young People leaving care
Incentive Payments to access Education/Training/Employment – care leavers only		✓ Financial limit	✓ Financial limit	✓ Financial limit	✓			Support Policy for Young People leaving care
Additional Allowances as set out in the Financial Guidance for Post 16s – care leavers only		✓ Financial limit	✓ Financial limit	✓ Financial limit	✓			Support Policy for Young People leaving care
Financial Payments for young people in further and higher education – care leavers only		✓ Financial limit	✓ Financial limit	✓ Financial limit	✓			Support Policy for Young People leaving care
Post 21 Financial Support – Care Leavers only			✓ Financial limit	✓ Financial limit	✓ Financial limit	✓		Support Policy for Young People leaving care
Packages of care for disabled children				✓ Financial limit	✓			
ADM					✓	✓		

Adoption/Fostering								
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Section 2: Finance and Governance

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Financial procedures								
Standards of behaviour								
Sign off Gifts & Hospitality Register			✓ > £25	✓ < £25				Employee Handbook
Sign off Declarations of Interest					✓			Employee Handbook
Assets								
Ensure detailed inventories are compiled and kept up to date		✓						Financial Procedure Rules
Surplus or obsolete goods or inventory items are disposed of correctly		✓						Financial Procedure Rules
Stock records completed		✓						Financial Procedure Rules
Security								

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
A register of all safe keys/codes and key/code holders is maintained		✓						Financial Procedure Rules
Nominated officer responsible for overseeing lost property and maintaining the register					✓			Financial Procedure Rules
Cheques and Petty Cash								
Register of all officers authorised to sign cheques and other bank documents maintained					✓			Financial Procedure Rules
Record of all petty cash imprests, including imprest holder, amount, location maintained and approver			✓					Financial Procedure Rules
Purchasing Cards								
Review of monthly credit, transaction and cash limits and purchasing categories				✓				Financial Procedure Rules
Approving application form for new purchase card				✓				
Approving a temporary limit increase				✓				
Named purchasing card are always kept safe							✓ All card holders	Financial Procedure Rules
All expenditure incurred is supported by adequate records							✓ All card holder	Financial Procedure Rules

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Authorisation Levels								
Check SAP requisitioner approvers and requisitioner type		✓						
Approving SAP procurement approvers and approval limits					✓			
Approving contract amendments or extensions for supplies and services				✓				
Vacancy Management Panel approval for <ul style="list-style-type: none"> a. requests to fill b. honorarium c. acting ups d. secondments e. extension to temporary arrangements matrix staff				✓				
Signatory List								
Authorise entries on the corporate/ central contract signatory list are correct					✓			
Cabinet and Key Decision Notices (KDNs)								
Authorise documents or reports to be shared with Portfolio Holders or Councillors					✓			
Authorise flight path journey through to Cabinet					✓			
Sign off Key Decision Notice						✓		

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Communication & Information								
Sign off new public facing information, correspondence, guidance, and policies (both printed and web formats)					✓			
Sign off amended/updated public facing information, correspondence, guidance, and policies (both printed and web formats)					✓			
Sign off new internal procedures, correspondence, staff guidance and service updates				✓				
Sign off amended/updated internal procedures, correspondence, staff guidance and service updates				✓				
Sign off intranet content uploads				✓				
Sign off website content uploads					✓			
Sign off Press Release						✓	Portfolio Holder	Social Media Guidelines
Sign off interactions with the Press						✓	Head of Comms	Social Media Guidelines
Sign off Social Media accounts for service presence						✓	Comms Rep	Social Media Guidelines
Hazard Warning								
Decision to enforce a banning order			✓					

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Review an appeal when a banning order is in place				✓				
Sign off Hazard Warning Database Authorised User list			✓	✓				Telephone Alert, Hazard Warning and Incident Reporting Guidance
Sign off Hazard Warning Database Service Link Officer			✓	✓				Telephone Alert, Hazard Warning and Incident Reporting Guidance
Review entries on the Hazard Warning Database.							Service link officer ✓	Telephone Alert, Hazard Warning and Incident Reporting Guidance
Approve entries to be removed from the Hazard Warning Database.		✓	✓				Originator ✓	Telephone Alert, Hazard Warning and Incident Reporting Guidance
Sign off completed V1 forms in role of Authorising Manager.		✓						Telephone Alert, Hazard Warning and Incident Reporting Guidance
Review Authorising Manager names on submitted form to ensure correct and complete. If Authorising Manager has left the role, to identify a replacement							Service link officer ✓	Telephone Alert, Hazard Warning and Incident Reporting Guidance
Emergency Planning								

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Decision to implement emergency planning protocol					✓			Business Continuity Framework & Policy
Information Governance								
Receipt of new Freedom of Information requests from the Information Governance Team					✓			
Assign Freedom of Information request to appropriate manager(s) or team(s) to collate information and/ or draft response					✓			
Sign off completed Freedom of Information requests				✓				
Drafting and maintaining privacy notice		✓						
Sign off new or amended privacy notice			✓					
Drafting and updating Data Protection Impact Assessment (DPIA)		✓						
Sign off DPIA			✓					
Create and maintain (where needed) Information Sharing Agreement			✓					
Sign off new or amended information sharing agreements				✓				
Information Asset Owner					✓			