

**Derbyshire County Council Children's Services Scheme of Delegated Authority**

<b>Authorisation</b>	<b>Description/Brief</b>	<b>Designated Manager(s)</b>
<b>Access to Records</b>	The Manager who must authorise the refusal of a request for access to records and/or a request by an agent for access to records.	Head of Service (Information & ICT)
<b>Adoption: Agency Decision Maker</b>	The Agency Decision-Maker who may approve recommendations of the Adoption and Permanence Panel	Service Director and Assistant Directors (Early Help & Safeguarding / Specialist Services)
<b>Adoption: Panel</b>	The Manager who appoints the Chair and Vice Chair and deals with associated Panel membership matters	Group Manager Adoption East Midlands
<b>Adoption: Support</b>	The Manager who approves Adoption Support Plans	Head of Service (Children in Care)
<b>Bed and Breakfast Accommodation</b>	The Manager who may authorise bed and breakfast accommodation for Looked After Children	Service Director and Assistant Directors (Early Help & Safeguarding)
	The Manager who may authorise bed and breakfast accommodation for children who are not looked after.	Head of Service (Early Help & Safeguarding Locality)
<b>Care Plan</b>	The Manager who must authorise a Care Plan in relation to an Accommodated child and a child the subject of Care Proceedings.	Head of Service (Locality)
<b>Change of Name of a Looked After Child</b>	The Manager who may authorise the change of name and the taking of Court Proceedings where parental agreement is not forthcoming.	Executive Director of Children's Services and Service Director (Early Help & Safeguarding)
<b>Child Protection Matters</b>	The Manager who may authorise a Child Protection Enquiry	Team Manager
	The Manager who may authorise a social worker to stop a Child Protection Enquiry before its completion.	Team Manager
	The Manager who must endorse a recommendation to hold or not to hold a Child Protection Conference	Team Manager
	The Manager who may authorise a search for a child on the List of Children with a Child Protection Plan who is missing	Head of Service (Early Help & Safeguarding Locality) and Team manager

<b>Child Protection Conferences</b>	The Manager who may agree not to invite a carer to a Child Protection Conference or part of a Conference and who may agree not to invite a child of 12 years or over to a Child Protection Conference or decide to which part to invite the child and how it should be managed.	Head of Child Protection or Conference Chair (on the recommendation of the Team Manager)
	The Manager who may authorise the discontinuation of a Child Protection Plan after the making of an Interim Care Order	Head of Service (Locality) and Team Manager
	The Manager who may agree that a Child Protection Conference may proceed notwithstanding that it is inquorate	Head of Child Protection or Conference Chair following consultation with other agencies
	The Manager who may authorise the discontinuation of a Child Protection Plan when a Child Protection Conference is inquorate	Head of Child Protection or Conference Chair following consultation with other agencies
	The Manager who may authorise a decision that a child requires or does not require a Child Protection Plan.	Conference Chair following consultation with other agencies
	The Manager who may authorise the cancellation or postponement of a Child Protection Conference	Conference Chair following consultation with other agencies
<b>Children In Need</b>	The Manager who may authorise seeking emergency day nursery provision	Head of Service (Early Help & Safeguarding Locality) and Team Manager
	The Manager who may authorise seeking services from agencies with Service Level Agreement	Head of Service (Early Help & Safeguarding Locality) and Team Manager
<b>Children with Disabilities</b>	Approval of care packages for child with disabilities; decision to look after child with disabilities.	Head of Service (Disabled Children's Service) within procurement limit or Assistant Director (Specialist Services)
<b>Complaints</b>	The Manager who is the Designated Complaints Officer	Head of Performance, Quality & Participation, Assistant Head of Service (Quality Assurance) and Complaints Manager
<b>Contact with Parents/Siblings, Approval of Extended Contract Arrangements Pending Post Care Proceedings Meetings</b>	The Manager who may authorise extended contact between Looked After Children and Parents pending a Post Care Proceedings Meeting	Head of Service (Early Help & Safeguarding Locality) and Team Manager

<b>Contact - Suspension / Termination of</b>	Suspension or termination of contact between a Looked After Child and Parents; the Manager who may authorise termination	Head of Service (Locality) and Team Manager in consultation with Legal Services
<b>Decision to Look After</b>	The Manager who must endorse any decision to accommodate a child.	Head of Service (Early Help & Safeguarding Locality)
	The Manager who may authorise an application for an Emergency Protection Order and/or a Recovery Order.	Head of Service (Early Help & Safeguarding Locality)
	The Manager who may authorise initiating Care Proceedings.	Head of Service (Early Help & Safeguarding Locality)
<b>Fostering Panel</b>	Appointment of the Chair and Vice Chair of the Fostering Panel and associated matters	Head of Service (Children in Care Provision)
<b>Foster Carer Allegations</b>	Allegations against Foster Carers; the Manager who may authorise the recommendation of a Strategy Discussion that no further action is taken against a Foster Carer.	Head of Service - Children in Care Provision in conjunction with the LADO
<b>Foster Carer Approval and Review</b>	Approval of Foster Carers: the Manager who may approve the recommendations of the Fostering Panel	Head of Service (Children in Care Provision) Group Manager Adoptions East Midlands
	The Manager who may approve the outcome of the reviews of foster carers	Head of Service (Children in Care Provision) Group Manager Adoptions East Midlands
<b>Foster Placement - Exemption To Exceed Usual Limit</b>	Approval to exceed upon recommendation of Fostering Panel; the Manager who may approve the recommendations of the Fostering Panel to exceed the usual limit	Head of Service (Children in Care Provision) or Assistant Director (Specialist Services)
	Approval of an interim exemption, in an emergency; the Manager who may approve an interim exemption	Operational Manager, Adoption and Fostering and Head of Service (Children in Care)
<b>HIV and AIDS</b>	HIV and AIDS; the Manager who may authorise test for Looked After Children/authorise sharing of an alleged perpetrator's HIV status	Head of Service (Early Help & Safeguarding Locality) and Team Manager
<b>Housing Priority for All Children</b>	The Manager who may authorise this	Team Manager
<b>Independent Visitors</b>	Independent Visitors; the Manager who may authorise the appointment of an Independent Visitor	Head of Service (Performance, Quality & Participation) and Participation & Children's Rights Manager

<b>Kinship Carers for Looked After Children: Approval</b>	The Manager who may approve Kinship Carers on the recommendation of the Fostering Panel	Head of Service (Early Help & Safeguarding Locality)
<b>Legal Advice</b>	The Manager who may authorise the taking of legal advice	Head of Service (Early Help & Safeguarding Locality) and Team Manager
<b>Marriage of a Child in care</b>	Marriage of a Looked After Child; the Manager who may authorise it	Executive Director of Children's Services and Service Director (Early Help & Safeguarding)

<b>Medical Treatment for Children in Care</b>	The Manager who may authorise it	Head of Service (Early Help & Safeguarding Locality) and Team manager
	Where the medical treatment involved surgery and/or general anaesthetic	Head of Service (Early Help & Safeguarding Locality) and Team manager in consultation with the treating doctor
	Where significant and permanent medical intervention is required e.g. Termination, sterilisation, organ transplant	Service Director (Early Help & Safeguarding) and Assistant Director (Early Help & Safeguarding) in conjunction with Head of Service (Early Help & Safeguarding Locality)
<b>Death or Serious Injury to a Child</b>	Notification of death or Serious Injury to a Child	Service Director (Early Help & Safeguarding) and Assistant Director (early Help & Safeguarding) in conjunction with Head of Service (Early help & Safeguarding Locality)
<b>Passports</b>	Passports for Looked After Children, the Manager who may authorise passports	Head of Service (Early Help & Safeguarding Locality) and Team Manager
<b>Pathway Plans/Leaving Care</b>	Pathway Plan; the Manager who should approve them, including any amendments	Strategic Lead (Care Leavers) and Team Manager (Leaving Care Service)
<b>Permanence Plans/Agency Decision Maker</b>	Permanence Plan; the Manager who can approve the recommendations of the Adoption or Fostering Panel in relation to Permanence Plans, including matching	Service Director & Assistant Director (Early Help & Safeguarding/Specialist Services)
<b>Placements Outside England and Wales</b>	Placements outside England and Wales, the Manager who may authorise the placement, including Emigration, of a child outside England and Wales	Executive Director for Children's Services and Service Director (Early Help & Safeguarding) in consultation with Legal Services
<b>Placement with Connected Persons</b>	Immediate Placement with Kinship Carers: the Manager who may authorise such placements	Head of Service (Early Help & Safeguarding Locality) and Team Manager

<b>Placement with External Provider</b>	External Placements, the Manager who can authorise external Placements of children	For local IFA placements: Assistant Director (Early Help & Safeguarding / Specialist Services) For IFA placements at a distance: Service Director For residential agency placements: Service Director  IFA not at a distance: Assistant Director (Early Help & Safeguarding / Specialist Services)  IFA at a distance: = Service Director  Residential agency: Service Director
<b>Placement with Parents</b>	Placement with Parents, Planned; the Manager who may authorise such placements	Head of Service (Early Help & Safeguarding Locality)
	Placement with Parents, Unplanned; the Manager who may authorise such placements	Head of Service (Early Help & Safeguarding Locality)
<b>Placements: Secure Accommodation</b>	Secure Accommodation; the Manager who may authorise that a child be placed in secure accommodation for up to 72 hours and/or that an application for a Secure Accommodation Order be made	Executive Director and Service Director (Early Help & Safeguarding) in conjunction with Assistant Director and Head of Service (Early Help & Safeguarding)
<b>Placements: Semi-Independent Accommodation</b>	Semi-independent Accommodation: the Manager who may authorise that a young person be placed in semi-independent accommodation	Placements on the framework: Head of Service  Unregulated and placements not on the framework: Service Director  Placements in semi independent provision unregulated and off framework need to be approved by Service Director / placements on Framework are with HoS
<b>Private Fostering</b>	The Manager who may authorise approvals and other matters in relation to Private Foster Carers	Head of Service (Early Help & Safeguarding Locality) and Team Manager
<b>Residence Order/Child Arrangements Order Allowances</b>	The Manager who must approve the payment of Residence Order/Child Arrangements order Allowances	Head of Service Exceptional payments: Assistant Director (Early Help & Safeguarding)
<b>Review of Foster Carers</b>	The Manager who will approve the recommendations of the Fostering Panel in regard to the review of Foster Carers	Head of Service (Children in Care Provision) and Team Manager (Fostering & Adoption)
<b>Revocation of Care Order</b>	The Manager who must approve the revocation of a Care Order before an application is made	Head of Service (Early Help & Safeguarding Locality)

<b>School or Educational Trips/Holidays Abroad/Outdoor Activities for Looked After Children</b>	School or Educational Trips/Holidays Abroad or Outdoor Activities; the Manager who may authorise such trips for Looked After Children	Head of Service (Early Help & Safeguarding Locality) in conjunction with parents/carers
<b>Secure Accommodation (Criteria) Reviews</b>	The Manager who should be informed of the outcome of these reviews	Service Director (Early Help & Safeguarding) and Assistant Director (Early Help & Safeguarding) in conjunction with Head of Service (Early Help & Safeguarding Locality)
<b>Special Guardianship Support</b>	The Manager who must approve Special Guardianship financial support	Head of Service Exceptional payments: Assistant Director (Early Help & Safeguarding)
<b>Holidays requiring absence from school for children in care</b>	Holidays to be taken requiring absence from school; the Manager who may authorise such Holidays for Looked After Children	Service Director
<b>Procurement and finance levels</b>	See Financial Scheme Of Delegation	

