



**ST HELENS**  
BOROUGH COUNCIL

# Children's Social Care

Scheme of delegated decision-making  
framework

## **Scheme of delegated decision-making framework**

### **About this document**

**Title:** Scheme of delegated decision-making framework

**Purpose:** To set out the authority required to undertake a range of key case management decisions.

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**Approved by:** Divisional Leadership Team

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## Application and Scope

This scheme of delegation decision-making framework sets out the authority required to undertake a range of key case management decisions. In each case the posts designated represent the minimum level at which the decision can be taken (i.e. a manager more senior than the post holder listed is also authorised to take this decision subject to them being in the same specialist management area).

Its purpose is to provide for consistency in the level and authority at which key case management decisions are taken throughout the Service. The document also describes arrangements for delegation of decision making to Emergency Duty Team Managers.

This scheme of delegation decision-making framework is confined to operational case management decisions and not financial and personnel decisions. It represents the normal arrangements for making decisions. In some exceptional situation's decisions may need to be taken at a more senior level.

All the decisions set out in this procedure when taken with respect to a child or young person must be recorded on LCS by the person who is making the decision together with a concise statement explaining the rationale for the decision as set out in the table below.

<b>Decision:</b>	<i>What decision has been made for the child/young person, who made the decision and when</i>
<b>Rationale for the decision:</b>	<i>This should outline why the decision was made and be linked to the impact on the child and evidenced based where possible. This should be written so that a child coming to read their file understands why important decisions are made on their life.</i>
<b>Action(s):</b>	<i>What needs to happen: Who will do this: By when:</i>

All minutes of meetings at which decisions were taken must be recorded on the child's file.

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Designated Managers with Specified Area of Responsibility	Post Title and Contact Details
1. Decisions in relation to Children in Need of Help and Protection	
<b>Decision to step a contact down to Early help or to sign post.</b>	<b>Post title:</b> Team Manager MASH
<b>Decision to progress a Contact to Referral</b>	<b>Post title:</b> Team Manager MASH or EDT Worker.
<b>Decision to hold a multi-agency Strategy meeting. The police, health professionals, teachers and other relevant professionals should be engaged.</b>	<b>Post title:</b> Team Manager or EDT Worker. *Strategy meetings should be co-ordinated and Chaired by the Team Manager or EDT Worker.
<b>Decision to initiate a S47 enquiry when a child maybe suffering, or likely to suffer, significant harm.</b>	<b>Post title:</b> Team Manager or EDT Worker. *To be discussed with the responsible Head of Service.
<b>Decision to apply for an Emergency Protection Order If it is necessary to remove a child from their home, where the child's safety is at immediate risk.</b>	<b>Post title:</b> On Call Manager or EDT Worker *EDT in consultation with the on call manager.
<b>Decision to use Police Powers of Protection.</b> Note, PPP should only be used in exceptional circumstances where there is insufficient time to seek an EPO or for reasons relating to the immediate safety of the child.	<b>Police</b> *In consultation with the responsible Team Manager and EDT if an open case.

<p><b>Decision to progress a child to ICPC.</b></p> <p>*Threshold decision is subject of Safeguarding Children Unit scrutiny.</p>	<p><b>Post title:</b> Team Manager</p>
<p><b>Decision to progress a child Legal Gatekeeping Panel.</b> It is expected that there is a case discussion with your Head of Service before progressing to Legal Gatekeeping Panel.</p>	<p><b>Post title:</b> Team Manager and Head of Service</p> <p>*Case discussion to have taken place in advance.</p>
<p><b>Decision to enter pre-proceedings.</b> The forum that considers and agrees pre-proceedings is Legal Gatekeeping Panel Chaired by Head of Service for MASH, Duty and EDT.</p>	<p><b>Post title:</b> Head of Service for MASH, Duty and EDT, Chair of Legal Gatekeeping Panel or a Head of Service who deputises for them.</p>
<p><b>Designated Manager who can agree to Care Proceedings being initiated. Including Wardship Proceedings</b></p>	<p><b>Post title:</b> Head of Service for MASH, Duty and EDT, Chair of Legal Gatekeeping Panel or a Head of Service who deputises for them.</p>
<p><b>Designated Manager who can approve the Care Plan for Court.</b></p>	<p><b>Post title:</b> Head of Service - All</p> <p>*Subject to a case discussion with the responsible Head of Service.</p>
<p><b>Designated Manager who can approve private application for CAO / SGO including application by foster carer or approving financial support for legal costs</b></p>	<p><b>Post title:</b> Head of Service - All</p> <p>*Subject to a case discussion with the responsible Head of Service.</p>
<p><b>Designated Manager who can approve application to the Court for a Recovery Order with or without a warrant to enter premises (S50 Children Act 1989) and for warrant to search for children or inspect premises (s102 Children Act 1989)</b></p>	<p><b>Post title:</b> Head of Service - All</p> <p>*Subject to a case discussion with the responsible Head of Service.</p>

<p><b>Designated Manager for Quality assurance and approval of Court Reports.</b></p>	<p><b>Post title:</b> Team Manager. *Subject to quality assurance reviews and Head of Service oversight.</p>
<p><b>Designated Manager to can approve appeal to the High Court against a decision made at a lower Court</b></p>	<p><b>Post title:</b> Head of Service - All *Subject to a case discussion with the responsible Head of Service and Legal Team.</p>
<p><b>Designated Manager (Death or Serious Injury to a Child)</b> Director of Children’s Services should be immediately notified in the event of death or serious injury to a child via the Assistant Director or Head of Service in their absence.</p>	<p><b>Post title:</b> Team Manager or EDT worker to advise Head of Service responsible or on call manager.</p>
<p><b>Designated Manager - Change of Social Worker.</b></p> <p>Note: this applies to all service areas. There is an expectation that changes to social worker are only made in unavoidable circumstances.</p>	<p><b>Post title:</b> Team Manager</p>
<p><b>Designated manager - who can decide to step down a case via case transfer or make a decision to close a CiN case.</b></p> <p>Note: This excludes cases that have been stepped down from Child Protection within the last three months, Head of Service approval is required in these circumstances.</p>	<p><b>Post title:</b> Team Manager</p>
<p><b>Designated Manager – The Manager who can agree to the step up/step down of an identified case (open or closed)</b></p>	<p><b>Post title:</b> Team Manager</p>
<p><b>Designated Manager who can agree to a child and family assessment extending beyond 15 working days.</b></p>	<p><b>Post title:</b> Team Manager</p>

<p><b>Designated Manager who can agree whether or not to apply for Criminal Injuries Compensation for a child we look after or to release funds before 18 years</b></p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Designated Managers with Specified Area of Responsibility</b></p>	<p><b>Post Title and forum</b></p>
<p>2. Decisions in relation to Adoption</p>	
<p><b>Agency Decision Maker (Adoption)</b> The Agency Decision Maker who makes decisions about whether a child should be placed for adoption (SHOBPA) or not.</p>	<p><b>Post title:</b> Assistant Director, Children’s Social Care and in their absence Head of Fostering, Adoption and Provider Services</p>
<p><b>Agency Decision Maker (Adoption)</b> The Agency Decision Maker who makes decisions about whether a SHOBPA decision should be rescinded.</p>	<p><b>Post title:</b> Assistant Director, Children’s Social Care and in their absence Head of Fostering, Adoption and Provider Services</p>
<p><b>Agency Decision Maker (Adoption)</b> The Agency Decision Maker in respect of agreeing plans for a Concurrent placement or Foster for Adoption placement.</p>	<p><b>Post title:</b> Assistant Director, Children’s Social Care and in their absence Head of Fostering, Adoption and Provider Services</p>
<p><b>Designated Manager (Change of Name)</b> The manager who can authorise the change of name of a Looked After Child.</p>	<p><b>Post title:</b> Assistant Director for Children’s Social Care or in their absence Director of Children’s Services.</p>
<p><b>Designated Manager (Adoption Panel Appointments)</b> The manager who can authorise appointments to the Central List of Adoption Panel members</p>	<p><b>Post title:</b> Agency Decision Maker for Adoption in Wigan as the host authority for Together for Adoption.</p>



<p><b>Designated Manager (Adoption Support)</b></p> <p>The manager who can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.</p>	<p><b>Post title:</b> Head of Service Fostering, Adoption and Provider Services</p>
<p><b>Designated Managers with Specified Area of Responsibility</b>      <b>Post Title and relevant forum</b></p>	
<p>3. Decisions in relation to Fostering</p>	
<p><b>Agency Decision Maker - Fostering</b></p> <p>The Agency Decision Maker who makes decisions on fostering matters (based on recommendations of the Fostering Panel).</p>	<p><b>Post title:</b> Head of Service Fostering, Adoption and Provider Services or in their absence Head of Service, Children We Look After; Children with Disability; Futures (Care Leavers) and Children's homes</p>
<p><b>Designated Manager (Fostering Panel Appointments)</b></p> <p>The manager who can authorise appointments to the Central List of Fostering Panel members.</p>	<p><b>Post title:</b> Head of Service Fostering, Adoption and Provider Services or in their absence Head of Service, Children We Look After; Children with Disability; Futures (Care Leavers) and Children's homes</p>
<p><b>Designated Manager (Exemptions and Extensions from Fostering Limit)</b></p> <p>The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.</p>	<p><b>Post title:</b> Head of Service Fostering, Adoption and Provider Services or in their absence Head of Service, Children We Look After; Children with Disability; Futures (Care Leavers) and Children's homes</p>
<p><b>Designated Manager who can agree to a long-term match of a child with foster carers</b></p>	<p><b>Post title:</b> Head of Service for Children we Look After, Chair of Permanence and Matching Panels or a Head of Service who deputises for them.</p>
<p><b>Designated Manager who can apply to Secretary of State for the issue of a</b></p>	<p><b>Post title:</b> Assistant Director</p>

<b>certificate in respect of foster parents, intended to provide a refuge for children at risk (S.51 Children Act 1989)</b>	
<b>Designated Manager who can approve a Staying Put Arrangement.</b>	<b>Post title:</b> Head of Service - All
<b>Placement of a Child under Reg 24 with a relative and approval of a viability assessment.</b>	<b>Post title:</b> Head of Service - All
<b>Designated Managers with Specified Area of Responsibility</b>	
<b>Post Title and relevant forum</b>	
4. Agency Decisions in relation to children we look after and care leavers.	
<b>Designated Manager (Care Plans)</b> The Manager who can authorise the final Care Plan to be taken before the Court within Care-Proceedings.	<b>Post title:</b> Head of Service responsible for the child's care plan
<b>Designated Manager (Contact with Parents)</b> The manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).	<b>Post title:</b> Head of Service responsible for the child's care plan
<b>Designated Manager (Decision to Look After)</b> The manager who can authorise a child becoming Looked After.	<b>Post title:</b> Head of Service - All

<p><b>Designated Manager (Emergency Protection Orders)</b></p> <p>The manager who can authorise an application for an Emergency Protection Order.</p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Designated Manager (Emigration)</b></p> <p>The manager who can authorise the placement of a Looked after child outside England and Wales.</p>	<p><b>Post title:</b> Director of Children’s Services</p>
<p><b>Designated Manager (External Placements, including out of area)</b></p> <p>The manager who can authorise placements of Looked After children with external providers of residential care or foster carers from an independent fostering agency.</p>	<p><b>Post title:</b> Assistant Director for Children’s Social Work Care, or a Head of Service who deputises,</p>
<p><b>Designated Manager (Leaving Care)</b></p> <p>The manager who can approve a Pathway Plan.</p>	<p><b>Post title:</b> Team Manager responsible for child’s care plan.</p>
<p><b>Designated Manager who can determine whether to advise and befriend a person who qualifies for advice and assistance but where there is no duty to do so (S.24(7) Children Act 1989)</b></p>	<p><b>Post title:</b> Director of Children’s Services</p>
<p><b>Designated Manager (Marriage)</b></p> <p>The manager who can authorise the marriage of a Looked After child aged 16 - 18 years</p>	<p><b>Post title:</b> Director of Children’s Services</p>

<p><b>Designated Manager (Notifications)</b></p> <p>Where a Looked After Child from another local authority has been placed in the area, the manager to whom the notification should be sent.</p>	<p><b>Post title:</b> Head of Service Safeguarding Children Unit</p>
<p><b>Designated Manager (Passports)</b></p> <p>The manager who can authorise a passport application for a Looked After child.</p>	<p><b>Post title:</b> Team Manager</p>
<p><b>Designate Manager who can sign a child's passport</b></p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Designated Manager (Placement Orders)</b></p> <p>The manager who can authorise an application for a Placement Order or discharge of a Placement Order.</p>	<p><b>Post title:</b> Head of Service – All</p>
<p><b>Designated Manager (Private Fostering)</b></p> <p>The manager who can approve assessments of private foster carers, impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer.</p>	<p><b>Post title:</b> Head of Service Assessment</p>

<p><b>Designated Manager (Secure Accommodation)</b></p> <p>The manager who can authorise:</p> <p>A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or</p> <p>An application for a Secure Accommodation Order; and/or</p> <p>A child's continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or</p> <p>Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.</p> <p>Note: if the child is under 13yrs old secretary of state approval is required.</p>	<p><b>Post title:</b> Director of Children's Services</p> <p>*Secure Panel Chaired by Head of Service or Assistant Director.</p>
<p><b>Designated Manager (Special Guardianship)</b></p> <p>The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.</p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents)</b></p> <p>The manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility. This will include placements made by the Court under Section 38 (6).</p>	<p><b>Post title:</b> Assistant Director for Children's Social Care</p> <p>*subject to Placement with Parent Regulations.</p>
<p><b>Discharge from Care Under S20 or revocation of a Care Order.</b></p> <p>The manager who can authorise a Looked After Childs accommodation under S20 to be</p>	<p><b>Post title:</b> Head of Service - All</p>

ended or revocation of a Care Order.	
<p><b>S20 Ceasing for 16/17 yr. old</b></p> <p><b>Children Act 1989 regulations, Volume 2.</b></p> <p><b>Post title:</b> Director of Children's Services</p>	<p><b>Post title:</b> Director of Children's Services</p> <p><i>Where a child has been looked-after for at least 20 working days, the decision to cease to look after her/him must not be put into effect until it has been approved by the director of children's services [regulation 39(5)].</i></p>
<p><b>Placement of a Child under Reg 24 with a relative and approval of a viability assessment.</b></p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Application for a Supervision Order.</b></p> <p>The manager who can authorise an application for a Supervision Order for a child.</p>	<p><b>Post title:</b> Head of Service - All</p>
<p><b>Adaptations to a Carers Home.</b></p> <p>The manager who can approve adaptations to a Carers Home to enable them to care for a child.</p>	<p><b>Post title:</b> Director of Children's Services</p> <p>Review and advice will be provided by Assistant Director, Children's Social Care and the decision will be subject of a Delegated Executive Decision.</p>
<p><b>Nominated Officer for the approval for a looked after child to have a holiday in school term time.</b></p>	<p><b>Post title:</b> Assistant Director – Children's Social Care</p>
<p><b>Nominated Officer for the approval of a child we look after to go into the Army.</b></p>	<p><b>Post title:</b> Director of Children's Services</p>
<p><b>Designated Manager who can sign for medical or dental procedures:</b></p> <p>Emergency surgical (medical and dental)</p>	<p><b>Post title:</b> Head of Service - All</p>

<p>examinations and intervention which require anaesthetic, planned operation requiring anaesthetic or any medical procedure requiring consent from person with parental responsibility including Hospitalisation of a looked after child</p>	
<p><b>Designated Manager - Contraception</b></p> <p>The Manager who can give consent to a child taking contraception when they are looked after 13 and under, 13 without capacity and 13 and over with capacity</p>	<p><b>Post title:</b> Head of Service – All</p> <p>Consultation with Legal Team to consider the age of the child and Fraser Competence</p>
<p><b>Designated Manager - Termination</b></p> <p>The Manager who can give consent to a child we look after having a termination of pregnancy</p>	<p><b>Post title:</b> Head of Service – All</p> <ul style="list-style-type: none"> <li>• Consultation with Legal Team to consider the age of the child and Fraser Competence</li> </ul>
<p><b>Designated Manager – The individual who can act as a parent for children subject to care orders for the purposes of assessment under the Mental Health Act 1983 &amp; 2007</b></p>	<p><b>Post Title:</b> Assistant Director, Children’s Social Care</p>
<p><b>Designated Managers with Specified Area of Responsibility</b> <span style="float: right;"><b>Post Title and relevant forum</b></span></p>	
<p>5. Agency Decisions in relation to all children</p>	
<p><b>Designated Manager – Serious Incident notifications</b>, incidents which are likely to be considered serious (and thus warrant notification to Ofsted, YJB, as well as the placing authority which includes a child being the victim or perpetrator of a serious</p>	<p><b>Post Title:</b> Heads of Service – All</p> <p><b>Cases open to Youth Justice Service – Head of Youth Justice and PREVENT</b></p>

assault, a serious illness or accident)	
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