

5. Director of Children and Family Wellbeing

Authorised by	Martin Birch, Director of Children and Family Wellbeing
Date last updated	30 th March 2023

Delegated Matter	Officer Level
<p>Deputy Director of Childrens Services (to exercise the functions of the Director of Children’s Services under the Children Act 2004 and Section 22 of the Children Act 1989 in the absence of, incapacity of or vacancy in the post of Director of Children’s Services)</p> <p><i>This is a personal delegation to a named officer(s)</i></p>	Lynn Berryman
<p>The following functions and powers are reserved to the Director of Children’s Services (or in their absence the relevant Assistant Director):</p>	
<p>Approval to convene a secure panel and recommendation goes to AD & DCS</p>	Assistant Director of Children and Families.
<p>Approval to place a child or young person at a distance in accordance with the Care Planning, Placement and Case Review (England) Regulations 2010</p>	Assistant Director of Children & Families
<p>Approval for a child looked after to join the Armed Forces</p>	Assistant Director of Children & Families
<p>Deciding to cease looking after a 16 or 17 year old young person who is looked after by virtue of a Care Order</p> <p>Notification to Ofsted following the death of a child looked after/serious harm to a child in a children’s home or foster care.</p> <p>Notification to the Secretary of State and all with parental responsibility following a death of a child/serious harm in a children’s home or foster care.</p> <p>Notification to Ofsted of a serious case review.</p> <p>Decision to place a child subject to a care order or an interim care order with parents or persons with parental responsibility.</p> <p>Agree any stay with parent for more than 24 hours.</p>	Assistant Director of Children & Families

Delegated Matter	Officer Level
<p>Approval/External Residential Placement (short term), Approval for external residential or IFA (long term) Approval and sign off of unregulated provision. Agreement to authorise absence from education (CLA child) Agreement for young person over 18 years old to remain in residential placement.</p>	
<p>The following functions and powers are made exclusively to the roles identified:</p>	
<p>Responsible Individual in accordance with Regulation 26 of the Children’s Homes (England) Regulations 2015.</p>	<p>Named Responsible Individual as registered with Ofsted</p>
<p>Registered Manager of Council’s Children’s Homes in accordance with Regulation 27 of the Children’s Homes (England) Regulations 2015.</p>	<p>Named Responsible Individual as registered with Ofsted</p>
<p>The role of appointing Independent Reviewing Officers to Children’s Services files in accordance with the Children Act 1989.</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Learning Improvement service</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Inclusion service</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Schools</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Learning and skills</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Traded services</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Short break services</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Authorisation of statutory penalty notices for taking families to court for non-attendance at school</p>	<p>Assistant Director of SEND Education and Inclusion</p>
<p>Delegated Matter – Team Managers in Children’s Social Care within their areas of responsibility & in the ordinary course of their duties:</p>	

Delegated Matter	Officer Level
<p>Assessment/Care Planning – Child in Need of Support</p> <p>Approve Child & Family Assessments</p>	Team Managers
<p>Risk Management/Care Planning – Child in Need of Protection</p> <p>Convene Strategy Meetings and Initial Child Protection Conference.</p> <p>Recommendation that a CPP no longer required</p>	Team Managers
<p>Legal Gateway Court Proceedings – Child in Need of Care</p> <p>Authorise final statement</p> <p>Quality assurance of final care plan</p>	Team Managers
<p>Child/Young Person Looked After</p> <p>Agree overnight stays with parents for less than 24 hour</p> <p>Approve passport applications</p> <p>Signature of a change of name deed</p>	Team Managers
<p>Care Leavers</p> <p>Approve Pathway Assessment</p> <p>Approve Staying Put or Homestay arrangements</p> <p>Approve Pathway Plans</p>	Team Managers
<p>Access to Provision and Financial Decision Making</p> <p>Approve Section 17 expenditure below £100 or cumulative spend of £250</p> <p>Approve transport arrangements within the relevant budget.</p>	Team Managers
<p>Delegated Matter – Service Managers in Children’s Social Care within their areas of responsibility & in the ordinary course of their duties:</p>	
<p>Risk Management/Care Planning – Child in Need of Protection</p>	Service Managers

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<p>Approve viability assessments</p> <p>Approval to be a special guardian</p> <p>Authority to apply for a deprivation of liberty order</p>	
<p>Child/Young Person Looked After</p> <p>Consent to medical examinations and treatment of CLA where the authority holds parental responsibility</p>	Service Managers
<p>Care Leavers</p> <p>Approve finance packages to provide accommodation for care leavers in higher education</p>	Service Managers
<p>Access to Provision and Financial Decision Making</p> <p>Approve Section 17 expenditure over £100 but below £1,000 or cumulative spend of £1,500</p> <p>Approve transport arrangements within their budget</p> <p>Approval of Adoption Allowance</p> <p>Approval of payment of fees to another adoption agency</p> <p>Approval of post adoption financial support arrangements</p> <p>Approve direct payments</p>	<p>Service Manager</p> <p>Service Manager</p> <p>Service Managers as part of hosted service covered by IAA</p> <p>Service Manager</p>
<p>Risk Management/Care Planning – Child in Need of Protection</p> <p>Approve an assessment under Regulation 24 of the Care Planning Placement and Review Regulations 2010</p>	Senior Managers
<p>Child/Young Person Looked After</p> <p>Approve a Local Authority Foster Placement in an emergency</p> <p>Approve out of area placements</p> <p>Consent to travel abroad</p>	Senior Managers

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<p>Approve the issuing of a letter before proceedings</p> <p>Authorise proceedings under s31 of the Children Act 2004</p> <p>Approve a Local Authority CLA placement</p> <p>Approve for expert witnesses during legal proceedings</p> <p>Take such other action as the Director of Childrens Services may delegate to the Panel from time to time</p>	<p>Legal & Placement Panel</p>
<p>To bring a child or young person into emergency or immediate care via an emergency protection order or where the child or young person meets Section 20 criteria.</p>	<p>Service and Senior Managers for Emergency Duty Team</p>
<p>To nominate local authority governors to local authority maintained schools and to academies.</p> <p>To appoint governors to Pupil Referral Units.</p>	<p>Assistant Director Education SEND and Inclusion & the Governor Services Team Manager</p>