

Stockton LSCB Scheme of Delegation

1 Accountability

- 1.1 Stockton LSCB is accountable, through the Corporate Director (Children, Education & Social Care) to Stockton-on-Tees Borough Council, as Directors of Children's Services have responsibility for improving outcomes for all children and young people in their area and it is the Directors of Children's Services who will be held to account for the effective working of the LSCB by their Chief Executive and challenged where appropriate by their Lead Member. The Board has an Independent Chair who is accountable and responsible to the DCS who will challenge and encourage others to do the same as part of his / her role in promoting a focus on achieving good outcomes for children and young people by all agencies.
- 1.2 It is unrealistic however to expect the DCS, the Chair or the Board to undertake all the necessary tasks that are required of a Safeguarding Children Board and it is therefore necessary to delegate tasks to individuals or groups of people.

2 Authority to Make Decisions.

- 2.1 Recognising the importance of being explicit about who has the authority to take decisions and on what in a manner that ensures both transparency and accountability in decision making is important. One way to do this is to have a **scheme of delegation**, and this is now generally accepted as good practice in governance.
- 2.2 Local Safeguarding Children Boards are Statutory Bodies however they are not a legal entity who can enter into financial arrangements and for this reason the Stockton-on-Tees Borough Council acts as the host contracting authority and body through which all financial or legal transactions are carried out. Any contracts or financial transactions carried out on behalf of the Board must therefore be undertaken by an employee of the Stockton-on-Tees Borough Council on behalf of the Board.
- 2.3 All financial transactions are therefore underwritten by Stockton-on-Tees Borough Council however the Board has a responsibility to ensure Stockton LSCB secures adequate funds to manage the service.

3 Agreement

- 3.1 The following, which is not an exhaustive list, gives an overview of who has been given delegated authority to make decisions and undertake actions on behalf of Stockton LSCB for areas currently identified. All actions must be recorded and dated.
- 3.2 The scheme will be reviewed at least bi-annually to ensure it is still fit for purpose, meets the procurement rules of the Local Authority and that Board Members are confident that it still provides transparency and accountability of decisions made.
- 3.3 Where additional decision areas are identified by Board Members or staff, they will be shared with the Executive Group for consideration of inclusion within the Scheme of Delegation. Following confirmation from the Executive Group that the decision area should be included it will then be added

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Stockton LSCB Scheme of Delegation 2012 / 2014

Decision Area	LA DCS	Board Chair	Full Board	Exec Group	LSCB Manager	LSCB Administrator	Task Group Chair	Other	Comments
Appoint LSCB Chair	√								
Appoint LSCB Vice Chair			√						
Remove Member from LSCB		√							
Determine Board Agenda	√	√							
Approve Board & Exec Minutes before circulation.		√							
Redact Minutes where required prior to being made public		√							
Approve LSCB Business Plan			√						
Determine Task Group Agenda							√		
Agree Schedule of Meetings			√				√		
Determine Priority Work Areas for Board			√						
Dissemination of SLSCB Safeguarding Briefings to share key messages				√					Produced by LSCB Manager
Request TGs to undertake specific task		√	√	√					
Freedom of Information Requests Response	√	√							
Notify Ofsted of Critical Child Care Incident	√	√							
Decide criteria for SCR is met or not met		√							
Approve SCR Final documents			√						
Approve new or amended procedure				√					Following consultation with all Board Members
Investigate General LSCB Complaints		√							As per Procedures

Decision Area	LA DCS	Board Chair	Full Board	Exec Group	LSCB Manager	LSCB Administrator	Task Group Chair	Other	Comments
Agree to release / advertise for Staff			√						
Appoint interview Panel				√					
Appointment of Staff		√							
CRB Verification					√				
Respond as Responsible Body re Licensing & Gambling Applications					√				In association with CESC Service Manager R&A
Annual Appraisal of Chair	√								
Management support to Chair					√				
Represent LSCB at L&G Appeals								√*	* CESC Service Manager R&AT
Represent LSCB at Children's Trust	√								
Agree level of funding contribution to the LSCB			√*						* in association with their agency
Agree LSCB Budget			√						
Issue and sign contracts on behalf of the Board e.g. Independent Personnel, Agreements etc.					√				In liaison with Board Chair & as per Procurement Rules
Authorise purchase orders in accordance with LA Procurement Rules.					√				
Order stationery						√			
Agree Charging Policy for Training			√						
Ensure Multi Agency Training Courses are quality assured before delivery					√		√		
Determine Training Programme					√		√		