



# **BIRMINGHAM CHILDREN'S TRUST**

## **SCHEME OF DELEGATED DECISION-MAKING**

(INCORPORATING OPERATIONAL DECISIONS FOR  
CHILDREN)

**Revised for implementation from April  
2025**



**BIRMINGHAM  
CHILDREN'S TRUST**

OFFICIAL

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## Application and scope:

This document sets out the authority required to undertake a range of key case management, expenditure and best interest decisions.

The purpose of the document is to provide consistency in the level and authority at which decisions are taken throughout the Trust.

Officers should ensure that delegated powers are exercised in accordance with relevant Trust policies and procedures.

In each case the designated role represents the minimum level at which the decision can be taken (i.e., a manager more senior than the role specified is also authorised to take this decision subject to them having sufficient knowledge and skill to do so).

The Chief Executive of the Trust has all the above delegated authority other than that delegated to the Trust Board and, as may be necessary, has delegated authority for which there is no current policy and procedure.

The following criteria must be used in determining matters to be brought to a Committee or Board meeting for formal approval or assurance/information:

- politically sensitive
- controversial
- reputation
- significant practice, financial or policy issue e.g., Operating model, Accounts, Whistleblowing, Conflict of Interest
- requirement of Articles, Company law and/or Scheme of Delegation e.g., Business Plan, Community Interest Company report.

A number of documents have been agreed for annual sign-off and will be included, in the Board and/or Committee Forward Plans, as relevant.

## SECTION A: OPERATIONAL DECISIONS FOR CHILDREN

### Decision-making and consultation:

The law requires consultation to occur with parents (including those who are not parents but who have parental responsibility) and young people in most contexts unless there is a defensible reason why this cannot occur.

### Agency decision-makers for decisions in relation to adoption:

The person does not have direct management responsibility for the adoption panel but has the authority to make decisions on the agency's behalf as to whether:

- a child should be placed for adoption (AAR 19);
- prospective adopters are suitable to adopt a child or continue to be suitable to adopt a child (AAR 30B and 30D);
- a child should be placed for adoption with a specific prospective adopter (AAR 33); and
- to disclose protected information about adults under section 61 of the Act and regulation 15 of the Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005 (AIR) when determining an application.

There may be more than one decision-maker in an agency. The decision-maker may not delegate their authority to another person.

### Agency decision-makers for decisions in relation to fostering:

The fostering service must identify a senior member of staff (usually referred to as the decision-maker) who will receive the panel's recommendations and make decisions as required. More than one decision-maker may be appointed, but they may not delegate their authority to another person.

The agency decision-maker decides to approve the connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010.

The agency decision-maker also endorses the first review of foster carers to ensure quality of practice and the permanent match of children to their foster carer. The First Review is presented at panel and endorsed by the ADM.

**Agency decision-makers for decisions in relation to non-court directed specialist assessments inclusive of DNA/ Drug testing, psychological, cognitive, parenting:**

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
1.	Residential Assessment	✓				
2.	DNA Testing		✓			
3.	Drug Testing		✓			
4.	Psychological Assessment	✓				
5.	Parenting Assessment	✓				
6.	Cognitive Functioning		✓			
7.	Connected Persons/ Independent Assessments		✓			

## Admissions into care, court orders and court-related decisions

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
Court orders						
1.	To agree for a child to be accommodated	✓			For UASC – will be senior manager on call for EDT/HoS if in core hours	
2.	To initiate care proceedings including applying for recovery orders, a child assessment order, a care order and a supervision order.		✓			Legal Planning Meeting.
3.	Initial care proceedings - applying for an Emergency Protection Order	✓				
4.	To agree use of counsel	✓				Assistant Director - Legal
5.	To approve care plan for the court (court order having been applied for).		✓			Legal Planning Meeting. All final court care plans to be signed by Head of Service unless requires ADM
6.	To seek variation/extension of supervision or care order.			✓		IRO must be consulted, and plan endorsed at statutory review of the child's care plan
7.	To seek discharge of care order.			✓	With legal advice	IRO must be consulted, and plan endorsed at statutory review of the child's care plan
8.	To seek discharge of supervision order.			✓		
9.	To use secure accommodation without an order (max. 72 hours).				Executive Director	If no Executive Director available, must be decision of Chief Executive. For children in care RO must be consulted and plan endorsed at statutory review of the child's care plan
10.	To seek secure accommodation order.	✓				With notification to an Executive Director. For children in care IRO must be consulted and plan endorsed at statutory review of the child's care plan

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
11.	To approve deprivation of liberty application.		✓			Alongside legal advice and notification to AD/Executive Director.
12.	To seek aS.34 order concerning contact.		✓			IRO must be consulted, and plan endorsed at statutory review of the child's care plan
13.	To agree court directed assessments	✓				
14.	To agree court Directed DNA/ Drug testing	✓				
15.	On the response to S.37 direction.		✓			
16.	To agree planned accommodation (S.20) arrangements.	✓ See expenditure thresholds at section B2				
17.	To agree unplanned accommodation (S.20) arrangements.	✓ See expenditure thresholds at section B2				

## Decisions relating to children who are children in care, about to become children in care or are leaving care:

	Decision	Decision-maker			Other/ Comment	Planning forum
		Assistant Director	Head of Service	Team Manager		
Children in care/about to become children in care/leaving care						
18.	Approving the matching of a particular foster home with the needs of a particular child.			Fostering team		
19.	To agree long-term fostering matching decisions.		✓			
20.	To agree the suspension of fostering approval.		Fostering (if otherwise)			In cases of S47, consultation with LADO
21.	To recommend the termination of fostering approval.		HOS Fostering			Fostering Panel make recommendation to agency decision maker.
22.	To agree the termination of fostering approval.				Agency Decision-Maker	
23.	Agree the continuation of a carers assessment with a positive DBS		✓		Agency Decision-Maker	Head of Service Fostering and Adoption Decision
24.	To decide whether or not to approve connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010.	✓				Nominated Officer
25.	To grant a temporary exemption to the usual fostering limit.	✓ AD Commissioning and Placements			Nominated officers across the Trust	
26.	To agree the seeking of an external residential placement.	✓ See expenditure thresholds at section B2				
27.	To agree the seeking of an Independent Fostering Agency placement.	✓ See expenditure thresholds at section B2				
28.	To approve the placement of a child in a spot purchased placement once identified.	✓ See expenditure thresholds at section B2				Note that best interest for child to come into care lies with the Assistant Director. This is the resource allocation decision
29.	To terminate placement of a young person from a children's home.		✓			IRO must be consulted



	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
30.	To agree the use of an OLA Placement.	<i>See expenditure thresholds at section B2</i>				
31.	To agree to place a child outside of city in another local authority (i.e., not neighbouring).		✓		DCS (Delegated authority)	The host Local Authority must be notified prior to placement.
32.	To agree for a child in care to live abroad under Paragraph 19 Schedule 2 Children Act 1989.	✓				Legal advice/support required.
33.	To agree the permanence plan for a child who is in care.		✓		Based on TM and IRO recommendation	Needs to be agreed at (2 <sup>nd</sup> / 4 month) Statutory Review.
34.	To endorse a permanence plan for a child who is in care.				IRO	2 <sup>nd</sup> / 4-month Statutory Review.
35.	To approve an unregulated placement of a young person.		✓			The ban on using unregulated provision for under 16 year olds came into force on 9 September 2021. Follow the practice standards.
36.	To agree a planned placement, change for a young person in Years 10 or 11.		✓		Having been discussed with Head of the Virtual School	IRO must be consulted, and plan endorsed at statutory review of the child's care plan. Exceptional circumstances.
37.	To approve placement of child on Care Order with parents.		✓		IRO must be consulted, and plan endorsed at statutory review of the child's care plan	Decision fed back to a Statutory Review Schedule 3 Assessment report approved.
38.	To permit child or young person in care to leave UK for holiday of up to 1 month.		✓		Parent(s) with PR	IRO must be consulted, and plan endorsed at statutory review of the child's care plan. Parents' views should be obtained even where BCT have PR. If S20 only parents can give consent or those with PR.
39.	To permit child or young person to attend activities such as school trips or camps.			✓	Foster Carer or Residential Social Worker subject to the delegated authority	Suggested decision maker - to be agreed at Placement Planning Meeting. If S20 only parents can give consent to those with PR.

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
40.	To permit child or young person to stay overnight with friend's family.				Foster Carer or Residential Worker in line with signed delegated authority aligned to the placement plan.	Subject to any restrictions agreed at Placement Planning Meeting/Statutory Review. Team manager has oversight.
41.	To consent to unplanned surgery, treatment for life threatening conditions, sensitive medical treatment or invasive health screening (e.g., blood tests) – for child or young person on a Care Order - NB Fraser implications.  To consent in respect of end-of-life plan for a child subject to a care order.		✓  ✓		In line with discussion with parents, Foster Carer, child and IRO.  Disputes must be escalated to AD.	Children in Care Nurse or Doctor may need to be consulted. Decision fed back into Statutory Review as appropriate. Consultation with parents is important in serious and life-threatening situations, time allowing. Subject to child protection considerations and if in doubt parents should be consulted. The attending medic has overriding responsibility. In respect of a child's end of life plan in the absence of clear parental consent no consent can be given in such cases the relevant health trust will need to take legal advice and if necessary, initiate court proceedings.
42.	To consent to planned surgery and treatment for conditions not falling into above categories.		✓			Consultation should always take place with parents (subject to child protection considerations).
43.	To agree to religious custom or ritual requiring parental consent (e.g., baptism) – child or young person on Care Order.		✓		Disputes must be escalated to AD	IRO must be consulted, and plan endorsed at statutory review of the child's care plan.  Consultation with parents where appropriate.
44.	To sign passport application (child on Care Order).			✓		Decision fed back into Statutory Review.
45.	To support/not support foster carer application for residence order or special guardianship order.			✓	IRO must be consulted, and plan endorsed at statutory review of the child's care plan	Statutory Review.

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
46.	To support child's application for British citizenship (child in care).			✓	IRO must be consulted, and plan endorsed at statutory review of the child's care plan	Decision fed back into Statutory Review.
47.	To seek publicity in respect of a search for missing children.				Executive Director / Chief Executive of Trust	Executive Directors, Chief Executive of Trust, DCS and Cabinet Member are informed in accordance with separate protocol.
48.	To agree de-accommodation of a child aged up to 16, who has been looked- after for at least 20 working days.		✓		IRO must be consulted, and plan endorsed at statutory review of the child's care plan	
49.	To agree de-accommodation of a child aged 16 or 17 years, who has been accommodated under section 20.				Executive Directors <sup>1</sup>	Young person must have requested or must be in agreement with this decision. Decision must be ratified at a review.
50.	To authorise the application for a change of name of a child in care.		✓		Legal Services	In consultation with parents/those who hold PR.
51.	To authorise the provision or termination of contact between child in care and parents.		✓		Legal Services Section 34.4 order	HoS to agree principle and IRO endorses for up to 7 days prior to legal support.
52.	To authorise placement of a child outside England and Wales.				Executive Directors <i>See expenditure thresholds at section B2</i>	
53.	To agree for a young person to join the armed forces.				Executive Directors	
54.	To authorise a staying put agreement.		✓			
55.	To agree the move of a child subject to a CP Plan out of the city or into the city.			✓		

<sup>1</sup> Delegated by the DCS to Executive Directors

	Decision	Decision-maker			Other/ Comment	Planning forum
		Assistant Director	Head of Service	Team Manager		
56.	Permission to lodge an application to SEND Tribunal.	✓			This would be in very limited circumstances whereby all other routes of escalation have failed	A young person can register an appeal in their name if they are over compulsory school age and up to the age of 25.  Parents can register an appeal on behalf of a child from birth to the end of compulsory schooling.

## Decisions relating to children in other specific contexts:

	Decision	Decision-maker				Planning forum
		Assistant Director	Head of Service	Team Manager	Other/ Comment	
Personnel						
57.	Agree the employment of staff applicant with a Positive DBS.		✓			Safer Recruitment Panel Approved by an Executive Director.
58.	Staff Suspension.		✓			Human Resources support – Executive Director / Chief Executive.
Children privately fostered						
59.	To decide whether a private fostered arrangement is satisfactory.			✓		Agency Decision-Maker.
60.	To make decisions on prohibitions on private fostering.			✓		Agency Decision-Maker.
61.	To agree a condition on a private fostering arrangement.			✓		Agency Decision-Maker.
Adoption						
62.	To decide whether or not to ratify the recommendation of the Final Care Planning Meeting in relation to whether a child should be placed for adoption.	✓			Agency Decision-Maker	.
63.	To decide whether or not to ratify the recommendation of the Adoption Panel in relation to whether individuals should be approved as adoptive carers.	✓			Agency Decision-Maker	
64.	To decide whether or not to ratify the recommendation of the Adoption Panel in relation to whether adoptive carers should be matched with a child.		✓		Agency Decision-Maker	

## Recording decisions

All of the decisions set out in this procedure must be recorded on the electronic recording system together with a concise statement explaining or accounting for the decision. The record should be clear for the social worker, the manager, and particularly for the young person or parent who may read it:

- what the decision was,
- who took it,
- when it was taken, and
- why it was taken.

Minutes of all relevant meetings where a child has an IRO should be copied to the IRO.

## Delegation of decision-making to Emergency Duty Service Team Managers

Whilst the list below contains most of the decisions likely to arise outside of working hours, it is not exhaustive and common sense needs to apply. There will also be circumstances where regardless of a decision lying within the delegated authority of a Team Manager, the Team Manager wishes to consult further.

### Team Manager Decisions

1. Agreement to accommodate and place in foster care, in-house or IFA, in Birmingham.
2. Agreement to place in semi-independent/supported lodgings for 16/17-year-old young person accommodation, in Birmingham.
3. Facilitating family arrangements for child who cannot remain at home.
4. Transport costs (including taxis) within Birmingham boundary up to £50 limit.
5. Emergency subsistence payment up to £50.
6. Response to police protection including accommodating child.
7. Initiating EPO.
8. Placement move, in Birmingham – on short term basis only.
9. MHA sections of children/young people.

These will be subject to a pre-authorisation by the Director of Finance & Resources in consultation with the Spend Control Executive.

**Team Manager to consult with Assistant Director (TM to record discussion and decision on electronic recording system).**

1. Placing child outside Birmingham must be escalated to the relevant Assistant Director on call.
2. Residential provision.
3. Emergency invasive medical procedures for children in care.
4. Disputes over mental health admissions of children/young people in care.
5. Disputes with other professionals where there may be a safeguarding concern e.g., discharge of children from hospital not in accordance with agreed plan.

**Team Manager to refer to Assistant Director / Executive Director**

1. Death/serious injury of child subject to child protection plan or in care.
2. Application for 72-hour secure order.
3. Any situation which may result in publicity/reputational risk for Birmingham Children's Trust.

## SECTION B: EXPENDITURE

All spend is subject to approval by the Spend Control Executive and requires the Director of Finance & Resources authorisation or pre-authorisation (via bulk approval). The Trust Executive will agree to the scope of bulk approvals which will include:

- Placement spend (including payments to care providers via CareFirst Financials),
- Spend on assessments,
- UASC placement,
- Payments to foster carers,
- Payments to care leavers,
- Section 17 spend (including payments from petty cash).

Delegation subject area		Delegated to (Officer level)
1.	Subject to there being an approved budget, and in accordance with financial regulations, make purchases of goods and services within the delegations listed.	Director of Finance & Resources must authorise all spend whilst the controls arising from the Section 114 Notice remain in place.  This is subject to consultation as follows:  Executive up to £1m Chief Executive up to £5m Board above £5m
2.	Agree external placements for individual children (IFA/ Residential Placement)	Pre-authorisation (in bulk) from the Director of Finance & Resources as per expenditure delegation limits at 1 above.  <b>The cumulative cost commitment for an individual child, particularly where a placement may exceed one year, will determine the threshold to be applied.<sup>2</sup></b>
3.	Agree the use of residential Parenting assessment	Pre-authorisation (in bulk) from the Director of Finance & Resources as per expenditure delegation limits at 1 above.  <b>The cumulative cost commitment for an individual child, particularly where a placement may exceed one year, will determine the threshold to be applied.</b>
4.	Agree non-court directed independent assessments (e.g., cognitive, PAMS, ISW, Psychological)	Pre-authorisation (in bulk) from the Director of Finance & Resources as per expenditure delegation limits at 1 above.
5.	Agree non-court directed testing (DNA/ Drugs)	Pre-authorisation (in bulk) from the Director of Finance & Resources as per expenditure delegation limits at 1 above.

<sup>2</sup> At the point the cumulative cost of a placement is expected to exceed £500,000 this should be referred to the appropriate Executive Director.



Delegation subject area		Delegated to (Officer level)
6.	Approval of budget virements	<p>Chief Executive over £2.5m</p> <p>Director of Finance and Resources up to and including £2.5m</p> <p>Executive Director up to and including £500,000 (over £500,000 when deputising for Chief Executive)</p> <p><b>All with agreement from the Spend Control Executive.</b></p>
7.	Approval to accept external revenue resources (and associated conditions).	<p>Chief Executive over £1m.</p> <p>Director of Finance and Resources up to and including £1m.</p> <p>Executive Director up to and including £500,000 (over £500,000 when deputising for Chief Executive).</p> <p>Assistant Director up to and including £250,000.</p> <p>Head of Service up to and including £100,000.</p> <p><b>All in consultation with Director of Finance &amp; Resources with agreement from the Spend Control Executive.</b></p>

## SECTION C: CONTRACTING

To approve tender strategies and award contracts in accordance with the procurement procedures where the supplies, materials or services to be purchased or the works to be executed are above the UK Procurement thresholds in value, over the contract length.

The thresholds are now expressed inclusive of VAT, not net of VAT, reflecting a change in practice resulting from the UK's independent membership of the WTO Government Procurement Agreement. This change means that the thresholds have, in effect, been reduced.

The new thresholds (inclusive of VAT) applying from 1 January 2024 are:

### PUBLIC CONTRACTS

Works: £5,372,609

Services and Supplies (central government authorities) £139,688

Services and Supplies (other public sector authorities) £214,904

The Light Touch Regime services thresholds are £429,809 (Public Contracts) but are now inclusive of VAT.

All in consultation with Director of Finance & Resources and with agreement from the Spend Control Executive. A tender process should not be started without prior consultation.

**Commented [LH1]:** To be updated with 25/26 when confirmed.

Delegation subject area		Delegated to (Officer level)
1.	Make decisions and approvals subject to specified terms and conditions as detailed in the documentation.	
	Approving contracts above the value of UK procurement thresholds and also jointly in accordance with financial regulations.	As per expenditure delegation limits in Section B 1 above.
2.	Approving contracts up to the value of UK procurement thresholds.	Within expenditure delegation limits in Section B 1 above.
3.	Submitting bids to external organisations up to UK procurement thresholds in accordance with and also jointly in accordance with financial regulations	Director up to and including £100,000.  All in consultation with Director of Finance & Resources and with agreement from the Spend Control Executive
	Contract extensions – Contracts shall only be amended or extended where: i. the Contract permits the amendment and/or extension; ii. it is in accordance with Public Sector Procurement Regulations (as amended and/or any successor legislation); and iii. approval is sought in accordance with the Scheme of Delegation.	

Delegation subject area		Delegated to (Officer level)
4.	Approval of contract extension.	<p>As per expenditure delegation limits in Section B 1 above.</p> <p>All in consultation with Director of Finance &amp; Resources and with agreement from the Spend Control Executive</p>

## SECTION D: DEBTS

To write off any individual debts of income (including any associated court costs and bailiff fees) within the Trust, and after consultation with the Director of Finance and Resources which in the opinion of the Director of Finance and Resources or the Assistant Director Finance if so nominated, is considered to be uneconomical to collect or is irrecoverable.

Delegation subject area		Delegated to (Officer level)
1.	Write-off debts over £50,000 for each debtor.	Director of Finance & Resources in negotiation with Chief Executive
2.	Write-off debts up to £50,000 for each debtor.	Director of Finance & Resources - sub-delegated to the Assistant Director Finance

## SECTION E: INCOME

Administer and collect income in relation to the budgets for which they are responsible and in accordance with procedures.

Delegation subject area		Delegated to (Officer level)
1.	Request invoicing for confirmed contributions and formally agreed charges.	<p>Chief Executive up to and including £5m.</p> <p>Director of Finance &amp; Resources up to and including £2.5m.</p> <p>Executive Director up to and including £1m (£5m when deputising for Chief Executive).</p> <p>All in consultation with Director of Finance &amp; Resources with agreement from the Spend Control Executive.</p>
2.	Instruct Birmingham City Council to take action to recover debts (related to the Trust)	Director of Finance & Resources.
3.	Acceptance of grant and associated conditions.	<p>Director of Finance &amp; Resources up to and including £5m.</p> <p>Chief Executive up to and including £10m.</p> <p>Board above £10m.</p>

## SECTION F: STAFFING

Delegations in this scheme are to enable managers to determine employment matters relating to staff including all changes to staffing structures below JNC level and the annual implementation of the contractual pay increment system.

All requests to recruit staffing or incur additional staffing cost are subject to prior approval from Spend Control Executive. Expenses will be subject to a bulk approval by the Director of Finance & Resources and will be in line with current HR policy.

This Section relates to HR matters and should be read in conjunction with the policies and procedures available on Birmingham Children's Trust intranet

Delegation subject area		Delegated to (Officer level)
1.	Acting up/honoraria	<b>Acting Up:</b> There do not tend to be acting up arrangements for JNC Officers. In the event of such an arrangement being necessary this will be approved by the Nominations & Remuneration Committee.
	All requests for new honoraria or to extend honoraria will require prior approval from the Spend Control Executive.	
2.	The organisational structure, job duties, grade and deployment of posts and employees for the Trust.	In line with Trust policy.  Executive Director. Head of HR.
3.	The operation of arrangements relating to hours of work, annual and other leave and time off for employees.	In line with Trust policy.  Executive Director Assistant Director Head of HR Managers at GR7 – GR4
4.	The operation of the Trust's procedures relating to relevant hearings that could result in dismissal outcomes (e.g., grievance, disciplinary, capability and sickness absence). The chair of a hearing must have attended relevant training at an appropriate level.	In line with Trust policy.  Executive Director Assistant Director Head of HR  GR7, GR6 and above may chair a hearing subject to attendance and completion of relevant training at an appropriate level.  Managers at GR5 and GR4 may undertake investigations and prepare paperwork to support the process and the chair of the panel.

Delegation subject area		Delegated to (Officer level)
5.	The suspension of staff should always be a neutral act and used as a last resort in the operation of the Trust's disciplinary procedure.	<p>In line with Trust procedure and taking HR advice.</p> <p>In consultation (by the manager commissioning the investigation) as appropriate with:</p> <p>Executive Director Assistant Director Head of HR</p>
6.	The operation of the Trust's procedures relating to dignity at work	<p>In line with Trust policy.</p> <p>Executive Director Assistant Director Head of HR</p> <p>GR7, GR6 and above may chair a hearing relating to the dignity at work matter subject to attendance and completion of relevant training at an appropriate level.</p> <p>Managers at GR5 and GR4 may undertake investigations and prepare paperwork to support the process and the chair of the panel.</p>
7.	Operation of the Trust's procedures in relation to redundancy (development of proposals, leading consultations, issuing notice(s) are subject to the Trust's policy on the intranet).	<p>In line with Trust policy.</p> <p><b>Note 1:</b> There are different processes in place for JNC Officers (that is, Assistant Directors and above) and NJC Officers (that is, Grades GR1 to GR7). In this respect, there are different sets of terms and conditions which are applicable.</p> <p><b>Note 2:</b> <b>Voluntary Redundancy (VR)</b> - It is usually the line manager who will conduct the dismissal meeting, but an officer with the power to dismiss (that is, they have attended and completed relevant training at an appropriate level) would need to sign the letter.</p> <p><b>Compulsory Redundancy (CR)</b> - An Officer with the Power to Dismiss (that is, they have attended and completed relevant training at an appropriate level) would need to conduct the Dismissal Meeting <b>and</b> sign the letter.</p> <p>Executive Director – see above, Note 2. Assistant Director – see above, Note 2. Head of HR – see above, Note 2. Managers at GR7 – GR6 – see above, Note 2.</p>

Delegation subject area		Delegated to (Officer level)
8.	Operation of consultation procedures related to employment matters.	Executive Director Head of HR Assistant Directors and Managers GR7 – GR4 to operate in line with direction provided by the Executive. Director and Head of HR
9.	Approval of cases of Early or Flexible retirement.	(Where there is a Pension Strain) Chief Executive only under advice from Director of Finance & Resources and/or Head of HR.  Trust Policy Position does not support Early or Flexible retirement with Pension Strains and therefore approval where no cost for Trust is involved by Managers at GR6-7 and above.
10.	Make decisions in relation to amounts associated with settlement agreements	Chief Executive only under advice from the Director of Finance & Resources and/or Head of HR involving legal services if appropriate.