

PROVISION OF SERVICE POLICY AND PROCEDURES

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This section seeks to comply with Regulations 7, 9 & 10 and NMS 19

1 Policy Statement

- 1.1 The Board of Trustees is responsible for the governance of the organisation. Collectively, the board is responsible for ensuring that PAC-UK carries out its business according to its constitution and good practice and in accordance with the National Minimum Standards and Adoption Support Agencies Regulations 2005. The strategic decision making lies with the Board and any designated Sub Groups as agreed in their Terms of Reference. Operational and day-to-day management of the organisation is delegated by the Board to the CEO and Service Delivery Director/Registered Manager appointed by them.
- 1.2 The CEO and Service Delivery Director/Registered Manager are responsible to the Board of Trustees for the day to day operational running of PAC-UK. Decisions taken by the CEO and Service Delivery Director/Registered Manager must reflect the strategy approved by the Board.
- 1.3 The Commercial Director is accountable to the CEO for the management of day to day financial affairs, the budget approved by the Board, and the Service Level Agreements with local authorities. The Commercial Director will provide advice to the CEO with regard to Budget Preparation, Salaries and Human Resources matters as appropriate.

2 Procedure

- 2.1 The Board of Trustees will operate in a way consistent with Adoption Support Agencies Regulations 2005.
- 2.2 The Board of Trustees will appoint the CEO of PAC-UK in a way which is consistent with their strategy for the organisation.
- 2.3 The Board of Trustees will be bound by PAC-UK's Recruitment and Selection Policy and by the Equal Opportunities Policy to be found in the Preface to this document.
- 2.4 The Board of Trustees will be bound by the Adoption Support Agencies Regulations 2005 relating to the fitness of the Registered Manager.
- 2.5 The Board will provide a job description for the appointed CEO, which sets out his/her duties, responsibilities and the levels of powers delegated to him/her. The job description will also define the lines of accountability and the arrangements for ensuring that the CEO has a responsible person to whom they are accountable.
- 2.6 The Board will ensure that any CEO appointed by them has the appropriate knowledge and skills to carry out his/her work and can safely operate within the context of meeting the needs of vulnerable people.
- 2.7 The Board will ensure that the Registered Manager and CEO have a professional qualification relevant to the adoption setting and will be informed by the Adoption Regulations in drawing up the job description and personal specification.
- 2.8 The Board will ensure that the Registered Manager has a management qualification at NVQ level 4 (or its equivalent), and has the levels of experience required by the regulations and guidance set by DCSF.

- 2.9 The Registered Manager is accountable to the CEO. The Board will satisfy itself at all times that PAC-UK is being run effectively in a way which implements the policies of the Board efficiently within the financial budget.
- 2.10 The Board of Trustees will ensure that PAC-UK is offering a service that provides good outcomes for service users and, in particular, promotes the nationally set “five outcomes” for children.
- 2.11 The Board of Trustees will ensure that all conditions of registration are met.