

## **Delegated Responsibility for Completing, Quality Assuring and Signing off Viability Assessments Guidance Note**

This section details who completes Viability Assessments, who quality assures the content before the Viability Assessment is signed off by a Service Manager and their filing for court.

This section relates to PGN entitled “Delegated Responsibility for Completing, Quality Assuring and Signing off Viability Assessments” (July 2016)

The Qualified Social Worker completes the Viability Assessment.

The Team Manager quality assures the assessment before it is passed to the Service Manager for Sign Off.

If the Service Manager for your service area is not available to quality assure and authorise the Viability Assessment, and to avoid delay, then either the covering Service Manager or Head of Service may sign off the Viability Assessment in their absence.

This process and delegated responsibility cannot be circumvented and must be adhered to.