**Overview of Decision-Making Forums.**

Terms of reference of these oversight tracking meetings have been realigned to better manage current practice and management priorities in relation to thresholds, decision making, plans, permanence and timeliness of our interventions.

**Placement Forum (4Parts)**

1. Placement & Leaving Care
2. Best Care & Value
3. Unregulated and Unregistered and Out of Authority

**Multi-Agency Resource Panel**

**(MARP)**

**Pre-Proceedings and Court Tracking (PCT)**

**Permanency Planning & Monitoring (PPM)**

**The objectives of these forums are:**

* Consider all options to support families to safely care for children/young people at home
* Ensure consistent decision making on key thresholds
* Provide senior management with oversight of complex cases
* Target finite resources towards the most vulnerable children/young people
* Promote early permanence planning, good care and placement options appraisal
* Minimise drift and delay in pre-proceedings, court proceedings and care planning
* Provide quality assurance and transparent decision-making processes in care planning
* Robust financial scrutiny to ensure value for money in high-cost support packages & placements (includes semi-independent accommodation)
* Ensure placement made are legal in reference to Unregulated and Unregistered Placement and track and monitor placement until permanence is progressed.

**All forums are guided by the following principles:**

* We should always aim to work ‘with’ the family at the lowest level of intervention, so children/young people are supported to live safely within their family network. Creative use of services/resources will always be considered first, to enable this where there is sufficient safety within the child/young person’s network.
* If children/young people are not safe with their parent/s, the first option should always be to identify an alternative connected carer from their own network. If children/young people must be looked after, this should be for the shortest time possible. Permanent alternatives must be actively explored, and options kept under constant review, as family circumstances can change over time. Family reunification should always remain an option
* If children/young people need to come into Local Authority care the first option will be family-based care through a suitable foster placement with an ‘in house’ foster carer, preferably close to their child/young person’s own community. Independent fostering, and residential placements and placements that are not local, will only be explored where there is no suitable, available ‘in house’ option and/or there are specific needs/circumstances that require specialist care and/or a distant location for reasons of safety.
* The purpose of residential placements is to work with the child/young person to address challenges, to enable rehabilitation home, or into family-based care (fostering) or to live independently. Residential care is only a long-term plan for children/young people in specific or exceptional circumstances (e.g. Children with disabilities). Therefore, every child/young person placed in residential care will need a clear ‘exit strategy’ at the point of being placed.

**Governance & Quality Assurance.**

* Minutes will be distributed within 3 days of the forum.
* Outstanding practice and that requires significant improvement will be brought to the attention of the TM and SM (if required) the following day at the latest.

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| Name of Oversight/Tracking Meeting | **Multi-Agency Resource Panel** |
| Purpose | Agreement for any of the following:   * High cost/complex s17 services packages * Independent/expert assessments (outside care proceedings) * All Residential Placements requiring joint funding arrangement with Health / Education. |
| Frequency & when held | Fortnightly Tuesday |
| Chair & Vice Chair | Service Director (Chair)  HoS (Vice Chair) |
| Oversight/Tracking Meeting Membership Representatives | Service Managers: -   * CWD 0 – 25 * Preventative Services * ART * Localities * Corporate Parenting * Commissioning Manager * Quality Assurance and Reviewing Manager * CAMHS Commissioner * Housing Service Manager * Head of Virtual School |
| When you need to attend Oversight/Tracking Meeting | The request form should be approved for submission by the SM in all cases. Request forms must be submitted by 4pm on a Tuesday **(7 working days prior to meeting)** to confirm slot for case presentation.  **Note:** If a decision is required for any of the above, or if retrospective agreement is required of a decision made by a SM in an emergency, the TM will need to book onto the next available forum (15 min. slot). |
| Who needs to attend | TM & SW |
| What is required at Oversight/Tracking Meeting | * All proposed plans for children and young people to have been discussed with the TM/SM and approved by the SM to be presented to the Oversight/Tracking Meeting. * All relevant documents are up to date and evidence why the needs of the child and family require the intervention requested. * There is evidence of family solutions having been exhausted. * Evidence multi-agency team around the family approach has been undertaken. * A clear understanding of how we will achieve permanency for the child, young person and family. * A clear understanding of how the child, young person will have high aspirations and achieve their full potential. * For children and young people where there is a combination of health, medical, education and social care needs, the virtual placement consultation process should have been undertaken before presentation at MARP * In situations where multi agency funding requests and decisions in relation to high-cost placements for children and young people aged from 0-25, are required, presentation at the Multi-Agency Resources Panel (MARP) will be required prior to placement being agreed * The forum is a decision-making forum and an internal process to achieve best outcomes for children, young people and families and ensure best practice. |
| Paperwork needed | 1. Complete the request form   Note: It is a requirement that you will update following relevant documents because there is an expectation for members to read and update themselves. (This may also be requested to assist in decision making)   * Updated Case Summary from Mosaic * Genogram and chronology from Mosaic * Most recent assessment or equivalent that explains the reasons for the request from Mosaic (e.g. CPC report) * Child’s updated Plan from Mosaic |
| Main administrator | Business Support Officer – **Kaylee Standing** |
| Other information | **This forum does not replace the need for, or act as a care planning meeting or LPM, which can be held at any time.** |

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| Name | **Pre-Proceedings and Court (Care) Proceedings Tracking (PCT)** |
| Purpose | Overview and tracking of all families in pre-proceedings and court/care proceedings. To minimise drift, track parallel planning, ensure court directions are being progressed, and evidence is filed as directed. |
| CFrequency & when held | Fortnightly on a Friday Morning for 2hrs (one for Pre-Proceedings and the other for Court Tracking) |
| Chair & Vice Chair | Jean Paul Charnaud (Chair) |
| Oversight/Tracking Meeting Membership | Legal – head lawyer for children services (or delegated)  Fostering & Adoption Service Manager / Corporate Parenting (on rotation)  Localities Team Manager  Quality Assurance and Reviewing Manager |
| Who needs to attend | Team Manager with case responsibility should attend to speak to all pre and court proceedings cases in their team. |
| Bookings/attendance | Each Team Manager will be sent an allocated slot to attend |
| What is required of attendees | Team Manager to provide a brief update of progress on all pre-proceedings and court proceedings cases in their team. Team Managers must attend with dates for all completed and planned meetings for cases in pre-proceedings. Team Managers should be able to access and speak to the pre-proceedings plan and most recent case management orders for all court cases in their team. |
| Paperwork needed | * Briefing Report / detailing all tasks and actions in progress by who and by when – **(No more than a page) – from Mosaic** * Any other relevant information **– eg. Specialist reports** |
| Main administrator | TBC Terri May |
| Other information | This forum does not replace the need for LPMs or case planning meetings with the Service Manager for the service area, or legal advice on an active case from the allocated lawyer. |

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| Name | **Permanency Planning & Monitoring (PPM) Tracking** |
| Purpose | Overview of all proposed permanence plans for current CLA, including rehabilitation home and Transition to Independence |
| Frequency & when held | Fortnightly on a Thursday afternoons |
| Chair & Vice Chair | Head of Service. Localities, Corporate Parenting and Fostering. (Chair)  Service Manager Children in Care and Care Leavers (Vice Chair) |
| Permanence Tracking Membership | Quality Assurance and Reviewing Manager  Fostering & Adoption Service Manager  Fostering – TM (Rota)  Service Manager, Children in Care and Care Leavers |
| Bookings/attendance | SW & TM will be invited to attend Permanence Tracking Meeting within two weeks of the second CLA Review meeting. Attendees may be asked to return at an agreed date for review. **The outcome of this meeting will determine the next invitation / tracking date(s) – until permanence is achieved** |
| What is required of attendees | SW/TM to explain what permanency options are available and propose the best option, a contingency and planned timescales. |
| Paperwork required | 1. Permanence Tracker Meeting Pro-Forma |
| Main administrator | Amy Galeozzie – Business support |
| Other information | This forum does not replace the need for or, or act as a care/permanency planning meeting or a CLA reviews. These should take place before attendance at Oversight/Tracking Meeting. |

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| Name | **Placement Forum**  **Placements and Leaving Care Part 1** |
| Purpose | * Oversight of all admissions to Care * Review all requests for placement searches including:   Internal and External Foster Care  Single Agency Funded Residential Placements   * Review of all requests for placement moves for children in care * Review of all placement matches * Retrospective emergency placements decisions (next available Oversight/Tracking Meeting) * UASC presentations * To review all accommodation requests, including support costs, including: * Fostering, independent placement. * Residential or supported accommodation. * Supported lodgings (SHIP). * Share the care fostering arrangements. * Staying Put arrangements. * Independent flat, emergency crash pad * Consider placement requests for Young People aged 16-17 presenting as Homeless (no more than 10 days in retrospect) |
| Frequency & when held | Weekly – Friday Morning (9am – 10am) |
| Chair & Vice Chair | Head of Service Localities, Corporate Parenting and Fostering (Chair)  Head of Service, Prevention, ART and 0-25 Disability (Co Chair) |
| Placement Forum Membership | Children’s Commissioning manager  Placements Officer, Commissioning  Placements Officer, Fostering  Wayside manager  Service Manager Fostering  Head of virtual school  Quality Assurance and Reviewing Manager  Service Manager Children in Care and Care Leavers HomeChoice Service Manager |
| Who needs to attend | Social Worker and Team Manager / Service Manager |
| Bookings/attendance | Individual attendance slots to be given |
| What is required of attendees | Present Accommodation Request / Placement Search Request / Matching Request |
| Paperwork required from SW | 1. Approval to Accommodate / Search Form / Approval to place Form 2. Unregulated Placement Notification (if required)   \*Please note any out of authority or unregulated and unregistered placement notification may be agreed at this forum but will then be tracked in the Placement Forum Part 3 - Unregulated and Unregistered / Out of Authority placement Tracking meeting |
| Main administrator | Business Support (tbc) |
| Other information | This is a decision making forum.  Please refer to Place to Live Authorisation process Guidance for Teams for details of forum. |

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| Name | **Placement Forum**  **Best Care & Value (BCV) Part 2** |
| Purpose | The Best Care and Best Value Forum is the means by which senior managers maintain oversight of the provision of placements for children with the most challenging and complex needs. It is the role of BVP to:   * Review all residential placements (Including parent/baby) * UASC * Regularly review and monitor the high-cost placements and the use of internal resources to ensure the efficient use of the full range placements and resources available. * New children’s homes * Monitor and record unmet needs and service provision gaps which will be included in the annual refresh of the Placement Sufficiency Strategy. |
| Frequency & when held | Weekly – Wednesday morning (9.00-10.00) |
| Chair & Vice Chair | Head of Service. Localities, Corporate Parenting and Fostering (Chair)  Head of Service, Prevention, ART and 0-25 Disability (Co Chair) |
| Oversight/Tracking Meeting Membership | Children’s Commissioning manager  QAS manager  Finance Representative Head of virtual school or Representative (  HomeChoice Service Manager |
| Who needs to attend | SM with SW or TM (dependent on the experience of the SW) |
| Bookings/attendance | * SM with TM and Social worker to be invited to attend forum or a social worker/ team Manager may request to attend Oversight/Tracking Meeting on case-by-case basis * Attendees may be asked to return at an agreed date for review. |
| What is required of attendees | SW/TM provide overview of the placement request, reasons for requiring specialist placements & support packages. The forum will expect the lead professional presenting a case to know the child’s/young person’s journey well and verbally present the needs in a succinct way, bringing the forum members up-to-date with the latest care plan or pathway plan. Where a case has recently transferred this may require support from previous Social Worker. The lead professional(s) are expected to come with robust care plans and concrete recommendations. |
| Paperwork required from SW | Approval to Accommodate and Search form  Approval to place form |
| Main administrator | Business Support (tbc) |
| Other information | Notes from the meeting will be distributed within 3 working days. Where discussions relate to specific children it is the responsibility of the child’s social worker to ensure that a note of the discussion is placed on the child’s electronic record. |

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| Name of Oversight/Tracking Meeting | | **Placement Forum Part 3**  **Unregulated and Unregistered / Out of Authority placement Tracking meeting** | |
| Purpose | | Tracking of Children and Young people identified as being in and unregulated or unregistered place to live ensuring:   * Child / Young person is safe * All necessary action where possible to make placement a regulated placement is taken * Permanency planning is in place. * All unregistered placements are reported to Ofsted   Tracking of Children and Young people identified as being in out of authority place to live ensuring:   * Child / Young person is safe * All necessary action where possible to find a place to live within the local authority * Permanency planning is in place. | |
| Frequency & when held | | Weekly – Friday Morning 12.30-1.30 | |
| Chair & Vice Chair | | Shanti Eaves, Head of Service. Localities, Corporate Parenting and Fostering (Chair)  Beverly Mann, Head of Service, Prevention, ART and 0-25 Disability (Co Chair) | |
| Oversight/Tracking Meeting Membership Representatives | | Service Managers or respective Team Mangers -   * 0 – 25 (for CWD cases only) * Preventative Services * ART * Localities * Service Manager Children in Care and Care Leavers Service Manager, Fostering * Children’s Commissioning manager * Quality Assurance and Reviewing Manager QAS manager | |
| When you need to attend Oversight/Tracking Meeting | | Team managers and Service managers would need to present a weekly update for each child in their area to the Unregulated and Unregistered (Panel) for as long as the place to live remains unregulated or unregistered attend.  Social workers will need to send updates to the business support person the week before the meeting so the tracker log can be updated | |
| Who needs to attend | | TM & SM | |
| What is required at Oversight/Tracking Meeting | | * The reason that the child was unable to live in a registered home, including in-house provision and external settings. * Whether searches have been undertaken, for how long and whether they are still being pursued. * A brief synopsis of the child’s legal status, his/her needs and how the current place to live is meeting them, addressing risks and preparing the child to move on to a more suitable place to live as soon as practically possible. * The nature of the setting and the level of staffing provided. * When the place to live started and the cost. * The implications for deprivation of liberty for the young person in relation to their age and whether an order has been made, sought or being applied for * How long the place to live is planned to last and what steps are being taken to move the child into a stable, legal arrangement; including where providers have agreed to apply for registration as a children’s home. * The type and date of the most recent risk assessment. * The Head of Service, Service Director and Director of Children Social Care recommendations and comments. * The Executive Director of People decision recommendations and comments will be captured and recorded for all unregistered aplaces to live | |
| Paperwork needed | | Bring the Unregulated Notification Form / unregistered place to live DDR form  Note: It is a requirement that you will update following relevant documents because there is an expectation for members to read and update themselves. (This may also be requested to assist in decision making)   * The unregulated notification form. * The Unregistered DDR form * Unregulated and unregistered tracker log updated. | |
| Main administrator | | Business Support Officer – to be agreed. | |
| Other information | | Notes from the meeting will be distributed within 3 working days.  It is the responsibility of the child’s social worker to ensure that a note of the discussion is placed on the child’s electronic record. | |