**NEWHAM TOR PPM**

**Terms of Reference Permanency Planning Meetings (PPM)**

**1. Attendees initial and final PPMs:**

* Permanence Manager (Chair)
* Service Manager Placements will identify Adoption/Fostering representative(s) on a case by case basis
* Legal Advisor
* Child’s Independent Reviewing Officer (IRO)
* Case holding Social Worker and their Practice Lead
* Service Manager CLA/Safeguarding/Edge of Care as appropriate.

**2. Attendees monthly PPMs:**

* Permanence Manager (Chair)
* Allocated family finder (Adoption and/or Fostering Teams)
* Legal Advisor if required
* Child’s Independent Reviewing Officer as required
* Practice Lead for child/young person
* Child/Young Person’s Social Worker and Supervising Social Worker(s)

**3. Frequency and Chairing Arrangements**

3.1 The **Initial Permanency Planning Meeting** (PPM) will be held within 4 weeks of a child becoming looked after or Court proceedings being issued and will be Chaired by a Permanence Manager)

3.2 Thereafter PPMs will be held monthly and will be chaired by a Permanence Manager (from the Child Care, Fostering or Adoption Teams) unless the complexity of the case or lack of progress requires Service Manager involvement .

3.3 For cases in Court proceedings the **final PPM** will be held two weeks before the final hearing or the date for final evidence to be filed whichever is sooner, and will be Chaired by a Permanence Manager with the Service Manager present.

3.4 If a **Care Order** has been granted, PPMs should continue to be held every 2 months until the child is matched with long term carers, these will be chaired by a Permanence Manager.

3.5 If a **Placement Order** has been granted but the child has not been matched with adopters, PPMs will continue to be held every 4 weeks until the child is matched or there is a decision from the Agency Decision Maker (ADM) to change the child’s care plan from adoption. These will be chaired by a Permanence Manager.

**4. Meetings Administration**

4.1 Initial and final PPMs will be **arranged** by the PA for the Service Managers attendance.

4.2 Monthly PPMs will be **attended** by the child’s Practice Lead.

4.3 Initial and final PPMs will be **minuted** by the business support for Permanence Tracking.

4.4 Minutes will be recorded using the **Permanence Planning template** (please see 5. below) and will be added to a child’s case file within 2 working days, and stored in Documents

4.5 The **Permanency Planning Tracker** will be updated by the minute taker to reflect decisions made at PPMs.

**5. Documentation**

SWs will update the **Permanence Planning template** before each PPM to reflect the progress that has been made since the Permanence Planning Panel, previous PPMs or Permanency Tracking Panel, and this will be circulated to attendees at least 3 working days before the PPM.

**6. Permanency Planning Meeting functions**

6.1 Permanency Planning Meetings will:

1. ensure that SWs and PLs have a clear and sustained focus on permanence planning for all children from the point they become looked after or enter the court process until they are placed with their permanent / long term family
2. ensure that all children have contingency / parallel plans and that these are being actively progressed
3. ensure that the Adoption service is aware at an early stage of unborn babies, and babies and young children where adoption is, or could be the primary or contingency plan
4. ensure the Adoption and Fostering teams are actively involved in placement and care planning from the start, helping to inform family finding activity at the earliest opportunity including the consideration of foster to adopt placements
5. provide management case direction as required
   * 1. The **initial PPM** will:

1. confirm the child’s identified needs
2. confirm the Assessments / referrals to be undertaken and timescales
3. record a timeline of activity, tracking back from the date of the final hearing if the case is in Court
4. confirm the child’s current care plan including contingency planning ie there could be parallel or multiple plans at this stage
5. if a long term foster placement could be required the Fostering Team will agree the timeline for creating a profile for the child, and family finding
6. if an adoptive placement could be required, the Adoption Team will agree the timeline for the completion of the Child Permanence Report (CPR), Parental Health forms, parent’s consent to access their health records and Form M/B, and will then request an Adoption Medical within 4 weeks of the CPR; consideration will also be given as to whether the Court should be asked for permission to advertise for the purposes of adoption family finding during the Court process
7. agree if the case should transfer with an indicative timescale in accordance with the Transfer Policy and Procedure.
8. refer the case to Permanency Tracking Panel within 2 weeks of the PPM
9. agree an indicative date for the final PPM

6.2.2 **Monthly PPMs** will:

1. review the progress of actions set by previous permanence meetings
2. review the child’s permanence plan and family finding, and confirm how the proposed plan will meet the child’s assessed needs
3. agree urgent remedial action if timescales are slipping
4. escalate concerns to the Service Manager and/Head of Service.
   * 1. The **final PPM** will**:**
5. review the progress of permanency planning for the child and family finding
6. confirm timescales for actions leading up to the filing of final evidence and final hearing
7. confirm the child’s final care plan
8. confirm and record the IRO’s views
9. escalate any drift or areas of concern to the Strategic Lead.

**Version 1 2.20**