**NEWHAM TOR PTP**

**Terms of Reference Permanency Tracking Panel (PTP)**

**1. Panel Members**

Head of Service (Chair)

Service Manager Children Looked After/Safeguarding

Service Manager Placements

Head of Service QA

Service Manager Adoption Service

**2. Attendees**

Child’s Practice Lead Manager (PL)

Service Manager CLA/Safeguarding

Service Manager Edge of Care, as required.

**3. Frequency**

Panel will be held each Monday afternoon 2pm – 5pm

**4. Panel Administration**

4.1 The Permanency Tracking Panel (PTP) will be administered by the Permanency Business Support

4.2 Within 5 working days, the Panel Administrator will be notified of:

1. **children who become looked after (by Placements Business Support)**
2. **children made subject to care proceedings but who do not become looked after (by case holding PLs), and**
3. **children removed from the Public Law Outline (PLO) Tracker because proceedings have been issued (Proceedings Tracker Administrator)**

4.3 The Panel Administrator will check that all children referred to them have been added to the **Permanency Planning Tracker**

4.4 The PTP Agenda will be agreed by the Panel Chair and sent with the Permanence Planning template for each child (please see 5. below) and the Permanency Planning Tracker to Panel members 3 working days before the meeting

4.5 **Minutes** of the meeting will be recorded on the Permanence Planning template provided by the SW and uploaded to the child’s case file within 2 working days and stored in Documents; a copy will be sent to the PL/ Head of Legal Services.

**5. Documentation**

Before each PTP, the child’s SW will update the Permanence Planning template to reflect progress since the last Permanence Planning Meeting and will send this to the Panel Administrator at least 3 working days before Panel.

**6. Permanency Tracking Panel functions**

* To ensure that SWs and PLs have a clear focus on permanence planning for all children from the point they become looked after or enter court proceedings, and that this is sustained
* To ensure that all children have a robust permanence plan that meets their assessed long term needs, and which incorporates effective contingency planning
* To ensure that family finding for both adoptive and long term fostering placements is progressed in a timely way
* To provide senior management oversight and review of permanence planning for children as individuals and as part of a sibling group
* To review the progress and timeliness of cases subject to care proceedings and to address delay
* To ensure that cases transfer to the Looked After Children Teams within agreed timescales and that the LAC children SM identifies those cases from the permanence tracker that require joint working prior to transfer.
* To continue tracking cases until children are matched with their adopters or long term foster carers, and Life Story Work and Letters for Later Life are completed
* To provide senior management case direction as required.

**7. Timescales for children to be presented to Permanency Tracking Panel**

7.1 All children who become looked after and all children who are made subject to care proceedings including if they are not looked after, will be presented to Panel at the following intervals:

1. within 6 weeks of the child becoming looked after or proceedings being issued (ie 2 weeks after the initial Permanency Planning Meeting)
2. 4 weekly thereafter unless otherwise determined by the Chair

7.2 If a **Placement Order** is made a child will be presented to PTP after 8 weeks and then as directed by the Chair until they are matched with adopters or there is a change of care plan

7.3 If a **Care Order** is made a child will be presented to PTP after 12 weeks and then as directed by the Chair until they are matched with their long term carers.

**8. Permanency Planning Tracker (‘Tracker’)**

The Tracker provides a comprehensive record of permanence planning for all children looked after and all children subject to care proceedings but who are not looked after, including contingency planning.

The Tracker confirms permanence planning decisions / actions agreed at Permanency Planning Meetings and Permanency Tracking Panel, and will be reviewed and updated after each Meeting.

**Version 1. Feb 20**