**NEWHAM TOR PTP**

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

Date of publication: 30th September 2020

Date of review: 30th September 2021

**1. Panel Members**

Head of Service (Chair)

Permanence Manager

Service Manager Children Looked After (Vice Chair)

Service Manager Placements

Head of Service QA – (Optional)

Service Manager for IRO’s

Service Manager Safeguarding & Intervention Service

**2. Attendees**

Child’s Manager (PL)

Allocated Social Worker

Service Manager Divert!, as required.

**3. Frequency**

Panel will be held each week on a Friday

**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 by the Permanence Manager 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 and SW. A case note will be added on Azeus confirming that the Panel has taken place and the record is uploaded in documents.

**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 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
* The panel will also track all adolescent children in care under section 20 placed in unregulated placements and have overview and confirm if that is the appropriate long-term plan
* To provide senior management case direction as required.
* To escalate cases of drift and delay to operational managers and report into the Practice & Outcomes Board on overall performance.
* To identify children whose permanence plan has been achieved and ensure that this is celebrated through letters to the child and the carers.

**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 4 weeks after the initial Permanency Planning Meeting)
2. 4 to 6 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 8 to 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.