

Lambeth:
**Children
at the Heart
of Practice**

Policy / Guidance

Overview of Senior Management Decision-Making and Tracking Panels

Last updated: January 2021



Lambeth

About this document

Title	Overview of Senior Management Decision-Making and Tracking Panels
Purpose	To set out the procedure for the transfer of children's cases between teams / areas / services
Updated by	Briege Gilhooly
Approved by	CSC ADs
Date	January 2021
Version number	Final v1
Status	APPROVED
Implementation date:	Immediate
Review frequency	Annual
Next review date	January 2022
Audit Scheduled	None scheduled

Version Control

Document Location: Lambeth Borough Council Tri-X procedures

This document is only valid on the day it is printed

Date Issued:	Version	Summary of Changes	Created by
Jan 2021	1	Final version	B Gilhooly

Intended Audience

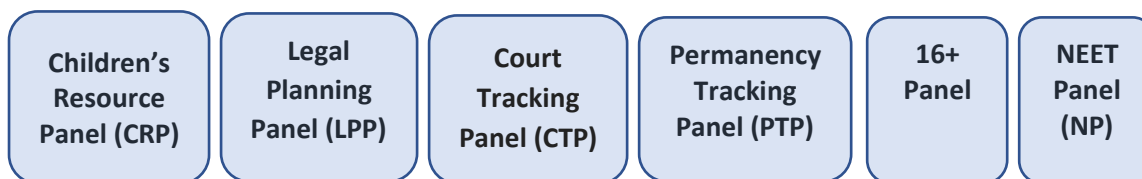
This document has been issued to the following people for Review (R) Information (I) and Review and Sign off (S). The **Overview of Senior Management Decision-Making and Tracking Panels** is mandatory and must be shared with all managers, and social work staff and with those holding cases in Early Help.

Name	Position	S/R/I
Alex Kubeyije	Director of Children's Services	S
	Assistant Directors Children's Social Care	S
	Service Managers	I
	All social care staff	I

Contents

Children’s Resource Panel (CRP)	6
Legal Planning Panel (LPP)	7
Court Tracking Panel (CTP)	8
Permanency Tracking Panel (PTP)	8
16+ Panel	9
NEET Panel	10

Lambeth's Children's Social Care panels were reviewed in January 2021 to ensure that the purpose and functions were clear. Terms of reference were refreshed, and panels have been realigned to better manage current practice and management priorities. **From January 2021 there will be six panels:**



The objectives of these panels 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)

All panels 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 Section 17 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 have to 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' Lambeth foster carer, preferably close to the 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 and placed on the child's record within 3 days of panel.
- ✓ Outstanding practice and practice that requires significant improvement will be brought to the attention of the TM, SM and AD (if required) the following day at the latest.
- ✓ Themes, patterns, and learning will be fed back to the Quality Assurance service on a quarterly basis.

Name of Panel	Children's Resource Panel (CRP)
Purpose	Agreement for any of the following: <ul style="list-style-type: none"> ✓ Any case where it is proposed that a child is accommodated under Section 20 agreement (including retrospective agreement) ✓ Any case where it is proposed that a residential assessment of a parent and their child/children is required ✓ High cost/complex s17 service packages of support (greater than £2000 one-off or cumulative), including family support services or access to specialist intervention services ✓ Independent/expert assessments (outside care proceedings) ✓ Any case where there is a proposed change to a looked after child's accommodation and support element which escalate their care package costs
Frequency & when held	Weekly. Every Thursday afternoon, 1-4pm.
Chair & Vice Chair	Chair – DCS (Director for Children's Social Care) . Vice – AD (rota basis)
Panel Membership & Representatives	<ul style="list-style-type: none"> ✓ Area Service Manager (CAT, Safeguarding, CLA/16 Plus representation) ✓ IRO Service Manager ✓ Access to Resources Team ✓ Permanence Lead ✓ Legal Services ✓ Virtual School ✓ Youth Offending Service ✓ Children's Commissioning ✓ FGC service ✓ Edge of Care service
When you need to attend panel	If a decision is required for any of the above, or if retrospective agreement is required of a decision made by a SM/AD in an emergency, the SW/TM will need to book onto the next available panel. The request form should be approved for submission by the SM in all cases. Request forms must be submitted by 1pm on Monday to confirm a slot for case presentation. Request forms should be sent to Panel Co-ordinator Isobel Upton: IUpton@lambeth.gov.uk.
Who needs to attend	SW & TM
What is required of attendees	SW/TM to present case to the panel; summary of action already taken to try to enable the child/young person to remain safely within their own family. Why extra resources are required, and/or why becoming looked after is the best plan for the child, and what outcomes you are seeking. Proposed timescales for action and permanence considerations.
Paperwork needed	<ol style="list-style-type: none"> 1. CMR request form 2. Updated Case Summary from Mosaic 3. Genogram and chronology from Mosaic 4. Most recent assessment or equivalent that explains the reasons for the request from Mosaic 5. Child's updated Plan from Mosaic

Main administrator	Contact the panel administrator Isobel Upton to book a 15-minute slot.
Other information	<p>For Children with Complex Needs this panel does not replace the Tripartite Panel or existing decision-making arrangements for care packages.</p> <p>This panel does not replace the need for, or act as, a care planning meeting, permanence planning meeting or Legal Planning Meeting all of which can be held at any time.</p>

Name of Panel	Legal Planning Panel (LPP)
Purpose	To determine, based on the evidence presented, whether the Local Authority should initiate legal action and whether this action should be within the pre proceedings framework or within the court arena. To agree timescales for such action.
Frequency & when held	Weekly. Wednesday 10am-2pm.
Chair	AD Safeguarding/AD Assessment/AD Corporate Parenting
Panel Membership & Representatives	<ul style="list-style-type: none"> ✓ Legal Services ✓ Permanence Lead ✓ FGC Service ✓ Flourish ✓ Edge of Care
When you need to attend panel	<p>If consideration is needed to initiate legal action to safeguard a child/children, through the pre proceedings or court proceedings framework.</p> <p>The LPM request form should be approved for submission by the SM in all cases. Request forms must be submitted by 10am on Monday to be heard on the Wednesday, along with the key documents below. Documents should be sent to the LPM Co-ordinator at legnewreferrals@lambeth.gov.uk, copying in the relevant TM and SM.</p>
Who needs to attend	SW & TM. SM with responsibility should attend where there is significant complexity.
What is required of attendees	The social work team must be able to present a succinct background to the case and a clear summary of the reasons for bringing the case to a Legal Planning Meeting. The team must be able to set out the decision they are seeking and the plan that they will implement if this is agreed, and an alternative plan if it is not agreed. The team must be able to set out any assessments that they will be seeking and the rationale for these.
Paperwork needed	<ul style="list-style-type: none"> ✓ LPM request form ✓ Updated Case Summary from Mosaic ✓ Genogram and chronology ✓ Most recent assessment or equivalent (including key reports from partners) ✓ Child's updated Plan ✓ Child protection meetings – reports and minutes
Main administrator	Sian Gillespie

Other information	If circumstances are urgent a Legal Planning Meeting can and should be requested outside the Wednesday panel. The basic information required by Legal Services is the same for urgent and non-urgent matters; this is to enable Legal Services to give the appropriate advice based on the evidence in the case.
-------------------	--

Name of Panel	Court Tracking Panel (CTP)
Purpose	Overview and tracking of all families in pre-proceedings and court proceedings. To minimise drift, track parallel planning, ensure court directions are being progressed, and evidence is filed as directed.
Frequency & when held	Fortnightly. 2nd and 4th Tuesday 2-5pm.
Chair & Vice Chair	Chair - AD Safeguarding. Vice – SM Safeguarding.
Panel Membership & Representatives	<ul style="list-style-type: none"> ✓ Legal – Senior Lawyer ✓ Permanence Lead ✓ Safeguarding - Service Manager
Who needs to attend	TM with case responsibility should attend to speak to all pre and court proceedings cases in their team. Each TM in Safeguarding will be sent an allocated slot to attend on a monthly basis.
What is required of attendees	TM to provide a brief update of progress on all pre-proceedings and court proceedings cases in their team. TMs must attend with dates for all completed and planned meetings for cases in pre-proceedings. TMs 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	None required
Main administrator	Isobel Upton
Other information	This panel does not replace the need for LPMs or case planning meetings with the SM or AD for the service area, or legal advice on an active case from the allocated lawyer.

Name of Panel	Permanency Tracking Panel (PTP)
Purpose	Overview of all proposed permanence plans for current CLA, including rehabilitation home.
Frequency & when held	Fortnightly. 2nd & 4th Wednesday 11.30am-1pm.
Chair & Vice Chair	Chair - AD Corporate Parenting. Vice - Service Manager Fostering and Permanence.
Panel Membership & Representatives	<ul style="list-style-type: none"> ✓ Children Looked After - Service Manager ✓ Fostering and Permanence - Service Manager ✓ Permanence Lead ✓ Fostering Recruitment/Family Finding – Team Manager ✓ IRO Service – Service Manager

	<ul style="list-style-type: none"> ✓ Legal Services - Principal lawyer/delegate
Who needs to attend	SW, TM and IRO will be invited to attend panel within two weeks of the first CLA Review meeting. Attendees may be asked to return at an agreed date for review.
What is required of attendees	SW/TM to set out what permanency options are available and propose the best option, a clear parallel plan and all associated timescales.
Paperwork required	<ul style="list-style-type: none"> ✓ Updated Case Summary from Mosaic ✓ Updated Care Plan from Mosaic ✓ Minutes of most recent CLA Review Meeting from Mosaic
Main administrator	Permanence Lead
Other information	This panel does not replace the need for, or act as a care/permanency planning meeting or a CLA review. These should take place as per statutory requirements and in line with practice guidance.

Name of Panel	16+ Panel
Purpose	<ul style="list-style-type: none"> ✓ To ensure that appropriate packages of support are available at the right time for young people aged 16+ who are looked after. ✓ To agree the extension of specific placements or types of placement that will meet the care plan for young people aged 16+, in both the short and long term. ✓ To monitor exit and transition strategies and plans for young people aged 16+. ✓ To agree funding for high-cost support packages e.g. additional support costs for semi- Independent or fostering placements, Staying Put Arrangements. ✓ To ensure that where a child or young person has needs other than social care needs e.g. health including mental health, or education needs, that they will be referred to Lambeth Transitions Panel and Adult Services for assessment and support. ✓ To ensure the review of high-cost placements at regular intervals
Frequency & when held	Weekly. Mondays 2-5pm.
Chair & Vice Chair	Chair – AD Corporate Parenting. Vice – SM Corporate Parenting.
Panel Membership & Representatives	<ul style="list-style-type: none"> ✓ DWP representative ✓ Fostering – Team Manager ✓ CSC Payments Team ✓ IRO Service – Service Manager ✓ Adult Social Care – Team Manager ✓ Access to Resources Service – Team Manager ✓ Relevant partner agencies (child/young person specific)

When you need to attend panel	<p>The SW/PA is responsible for completing the referral for a young person to the 16+ Panel, following discussion with their TM. The SW/PA should complete the Mosaic ARP referral form which must be authorised by the TM. The TM will re-assign the form to the 16+ panel administrator to request a slot at panel. The referral form must be with the panel administrator 3 working days before the panel date.</p> <p>Requests may be considered between panel meetings in emergencies i.e. where a decision to accommodate a child or young person or to make a placement decision cannot wait until the next panel meeting. The AD or relevant SM may give approval only until the date of the next panel. The ARP referral form will need to be completed as above for the case to be presented to panel.</p>
Who needs to attend	SW & TM
What is required of attendees	<p>A completed 16+ ARP referral form setting out the request, the specific resources being sought, the rationale and expected impact and outcomes.</p> <p>The SW and TM must be able to present a clear summary of the case and an analysis that supports the request being made of panel.</p>
Paperwork needed	16+ ARP referral form – Mosaic.
Main administrator	Isobel Upton
Other information	<p>The 16+ Panel may recommend that a case is presented to other linked panels:</p> <ul style="list-style-type: none"> ✓ Tripartite Panel (Health, Education, CSC) ✓ Adults Transition Panel

Name of Panel	NEET Panel
Purpose	<p>The purpose of this panel is to consider the individual needs of young people aged 16-25 who are care leavers and are not in education, employment or training.</p> <p>EET is most often used in relation to young people aged between 16-24 years old. Young people up to the age of 16 are required by law to be in full time education, and those between the ages of 16-18 are required to participate in some form of education, employment or training. Young people are considered to be in education or training if any of the following apply:</p> <ul style="list-style-type: none"> ✓ They are enrolled on an education course and are still attending or waiting for term to start or restart ✓ They are doing an apprenticeship

	<ul style="list-style-type: none"> ✓ They are on a government-supported employment or training programme ✓ They are working or studying towards a qualification ✓ They have had job-related training or education in the last for weeks
Frequency & when held	Fortnightly. Fridays 11am-1pm.
Chair & Vice Chair	Chair - Service Manager 16+ Service.
Panel Membership & Representatives	<p>The membership of the panel will consist of a core group. Additional partners may be asked to attend according to the individual needs of the young person being discussed.</p> <ul style="list-style-type: none"> ✓ Virtual school – Head ✓ Youth Advisor – NEET, Education and Learning ✓ DWP representative ✓ Drive Forward representative ✓ Housing representative ✓ Young person being discussed (if they wish to attend) ✓ Advocate for the young person if they request this ✓ Health representative ✓ Commissioning representative ✓ Mental health services for 18+ ✓ CLAMHS ✓ Adult services ✓ YOS ✓ Probation ✓ Missing & Exploitation Co-ordinator
When you need to attend panel	<p>The panel will consider individual cases where:</p> <ul style="list-style-type: none"> ✓ All efforts have been made by the PA or social worker to support the young person into EET and where additional advice, support and information is required ✓ Additional resources are required due to the individual needs of the young person to support the into EET that are not part of the care leavers offer ✓ Where a multi-agency plan and response is required to support the young person into EET <p>Young people who remain NEET after being considered at panel will be reviewed at panel within a three-month period and the SW/PA will be required to attend.</p>
Who needs to attend	SW/PA & TM
What is required of attendees	<p>It is the responsibility of allocated SWs and PAs to support young people to access education, employment or training opportunities.</p> <p>The SW/PA must be able to present a clear summary of the young person’s needs and the work that has been completed to support them into education, employment or training.</p> <p>The SW/PA and TM will take part in a multi-agency discussion about the opportunities available to support the young person into education,</p>

	employment or training and a decision will be made at panel regarding any additional resources being requested.
Paperwork needed	<p>The SW/PA needs to complete a referral form and submit to the panel administrator who will circulate this to panel members 3 days prior to the panel date.</p> <p>Decisions and recommendations will be recorded during the meeting and must be shared with the young person via the SW/PA both verbally and in writing, including the reasons for the decision and an overview of the discussion. Decisions/recommendations must be recorded within the young person's updated Pathway Plan.</p> <p>The decision of the panel will be uploaded to Mosaic by the panel administrator.</p>
Main administrator	Rozana Mars
Other information	



Lambeth