



Permanency Planning Tracking for Children in Care

1. Introduction

Following a review of the current panel arrangements for children in care, the following changes have been made to improve the focus on diverting children on the edge of care with earlier support being provided and ensuring that permanency planning at the second review is robust for those children who need to be in local authority care. The revised arrangements are set out in this paper. The work in the current panels will be absorbed within the revised arrangements and less panels in total. The revised arrangements are as follows:

- There will be 5 panels known as the Legal Planning and New Admissions Panel, Court Progression Panel, Permanency Panel, Resource Panel, and Complex Needs Panel.
- A Legal Planning and New Admissions Panel will determine threshold for accommodation, pre proceedings and instigation of care proceedings.
- A Court Progression Panel will provide a robust overview of the cases within care proceedings.
- The Permanency Panel will focus on confirming and progressing the permanency plan to ensure that by the second Children in Care review there is an identified plan to be ratified and plans are progressed without delay following the final order being obtained.
- The Resource Panel will continue with a revised remit to agree financial requests for residential placements, residential staffing ratio costs and any therapeutic assessments/support packages.
- The Complex Needs Panel will agree and ensure robust management and oversight of multi-agency resource allocation in relation to packages of support.

2. Timing of Panels

- The Legal Planning and New Admissions Panel will meet every Tuesday from 9am to 5pm.
The Court Progression Panel will meet every Thursday from 2pm to 4pm.
- The Permanency Panel will meet every Thursday from 9.30am to 12pm.
- The Resource Panel will meet every Monday and Wednesday from 10am to 1pm
- The Complex Needs Panel will meet monthly. Dates can vary but are available on request from business support.

3. Purpose of these arrangements

- 3.1 Ensure that children receive the right early support to divert them from becoming looked after.
- 3.2 Ensure that permanency planning for children is progressed with the pace and urgency that is needed, including achieving legal and emotional security for children and young people.
- 3.3 Improve the timeliness and the quality of evidence for court work, including pre- proceedings work. This should also include ensuring assessments of connected persons are timely and robust and those children and their carers receive appropriate support.
- 3.4 Ensure that children are prepared well for moving to their permanent home, including starting life story work at an earlier stage.

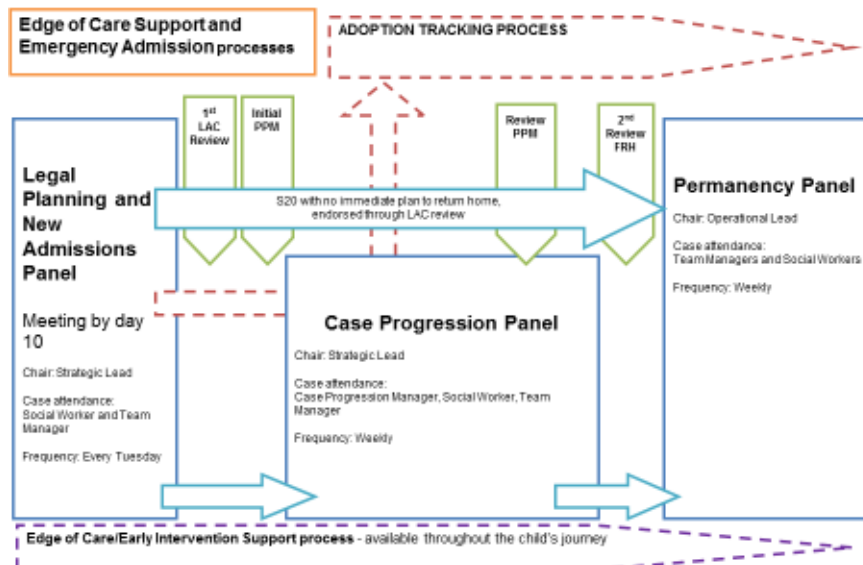
4. Conditions for Success

The panels should not be used to supplement assessments or undertake supervision or case management. This is the role of heads of service, team managers and assistant team managers. Managers and social workers attending the panels must ensure that the correct documentation is available to the panels in a timely way so that the discussions are purposeful. Managers and social workers will be held to account if there is a lack of compliance.

Cases that are due to come to the panels must not be delayed as the whole purpose is to avoid any drift or delay.

If a case requires an urgent legal planning meeting and cannot wait until the next planned Legal Planning and New Admissions Panel, an out of panel LPM can be requested via the PLO Manager. The same paperwork as set out below is required and out of panel LPM's must be chaired by a senior manager as set out below. It must be made clear from the outset and at the point of requesting approval from the head of service, why the matter is urgent, for instance, a significant incident which has heightened risk to the child. Requesting an urgent LPM because papers were not submitted on time for panel is not an appropriate request and will be declined with the instruction that it is scheduled for the next weekly panel.

Looked After Children Permanency process



If a young person is not yet looked after and requires resources to prevent family breakdown, they should not wait for a panel and services should be put in place straightaway. Appropriate financial agreement should be sought for services or care packages requiring funding. A range of support options can be found through our Family Information Service using the following link:

[Create your account | Family Information Service \(buckinghamshire.gov.uk\)](#)

If an emergency admission into care is required, the social work team should:

- Seek agreement from a Head of Service.
- Give an early warning to the Placements Team.
- Book onto the Legal Planning and New Admissions Panel.

Appendix 1 summarises the paperwork required for each Panel. The templates can be found on the Local Resources folders by following the link below:

<https://www.proceduresonline.com/buckinghamshire/chservices/index.html>

6. Legal Planning and New Admissions Panel

The function of this panel is to:

- Determine whether the threshold for pre proceedings, instigation of care proceedings and interim removal is met.
- Determine if the right early intervention support is in divert children from being accommodated.
- Initiate activity to ensure legal and emotional security at the earliest possible point.

This Panel will consider the following:

- S20 where the Head of Service agreed to accommodate in an emergency.
- Requests for S20/edge of care.
- All new admissions into care.
- Legal planning arrangements including pre proceedings.
- Unborn babies where previous siblings were removed (public or private proceedings).
- Relinquished babies.
- Those S20 for longer than the original agreed period.
- PLO pre-proceedings – review at week 6.
- PLO pre-proceedings – review at week 12.
- PLO pre-proceedings - exceeding 12 weeks.

The following identified by case progression (PLO Manager):

- S37 notifications.
- Those on Supervision Orders due to expire within 3 months.
- Those Police Protected then return home or have S20 agreed.
- UASC where they have been accommodated under S20 for 6 weeks or more.

Attendees

The members of this panel are:

Senior Managers (Chairs) - to attend on a rota basis, arranged between themselves.	<ul style="list-style-type: none"> • Errol Albert, Head of Children's Safeguarding • Amanda Andrews, Head of First Response • Sandra Carnall, Head of Children's Care Services and Children's Commissioning • Alison Munt, Head of Children's Care Management • Palvinder Kudhail, Interim Service Director, Children's Social Care
Legal Services – to attend on a rota basis, arranged between themselves.	<ul style="list-style-type: none"> • Hayley Norman-Thorpe • Glynis Shepherd • Ann Gibson • William Brierley
Placement Team	<ul style="list-style-type: none"> • Charlie Lundie-Sadd, Care Purchasing Team Leader or duty officer
PLO Manager	<ul style="list-style-type: none"> • Sinead McEniry, PLO Manager

Family Group Conference	<ul style="list-style-type: none"> • Karen Brown, Family Group Conference, Team Manager
Early Help Manager	<ul style="list-style-type: none"> • Jennie Moore, Service Manager, Early Help
Social Worker and Team Manager bringing the case to panel	

Paperwork Required for Legal Panel and New Admissions Panel

Along with the documents below, copies of attendance note from the previous panel must be provided:

S20: Emergency accommodated	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form to include case summary and proposed plan.
S20: Request for accommodation/edge of care	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form to include case summary and proposed plan. • FGC Minutes.
S20: Those accommodated longer than originally agreed.	<ul style="list-style-type: none"> • Case summary. • Children in Care review minutes. • Most recent care plan. • Any other reports or assessments completed.
LPM cases including unborn babies	<ul style="list-style-type: none"> • Draft SWET (with relevant sections completed) • Birth certificate • C&F assessments prepared in the last 6 months • CPC minutes, CP Plan and reports • Strategy Meeting minutes and section 47 investigations undertaken in the last 6 months • Assessments of any potential carers • Draft letter before proceedings or immediate issue letter • Parenting assessment plan • Any minutes from attendance at panel previously • An overview of any previous proceedings and a summary of any previous expert assessments.

PLO pre-proceedings - week 6	<ul style="list-style-type: none"> • SWET presented to Legal Planning and New Admissions Panel at initial meeting. • Letter before Proceedings. • PLO meeting minutes and agreed action plan. • FGC (Family Group Conference) date/minutes. • Viability Assessment dates/outcomes, any other relevant reports. • Parenting Assessment Plan.
PLO pre-proceedings - week 12	<ul style="list-style-type: none"> • SWET presented to Legal Planning and New Admissions Panel at initial meeting. • Review PLO meeting minutes and action plan. • Assessments completed and any relevant reports.
PLO pre-proceedings - exceeding week 12	<ul style="list-style-type: none"> • SWET presented to Legal Planning and New Admissions Panel at initial meeting. • Review PLO meeting minutes and action plan. • Assessments completed and any relevant reports. • Minutes from attendance at 6-week review
S37	<ul style="list-style-type: none"> • Draft S37 report. • C&F assessments prepared in the last 6 months.
Supervision order review	<ul style="list-style-type: none"> • Case summary outlining progress made under the supervision order and recommendation on whether the order can expire or application to be considered to extend. • Final order and any documents to inform a discussion.

7. Court Progression Panel

The function of this panel is to:

- Provide a robust overview of the cases within care proceedings to ensure legislative requirements are met.
- Improve the timeliness and the quality of evidence for court work, including pre-proceedings work.
- Endorse the final Care Plan/ensure LAC review in place.

This Panel will consider the following:

- Care Proceedings, checkpoint 1 – following Case Management Hearing, approximately week 4.
- Care Proceedings, checkpoint 2 – approximately 3 weeks prior to filing final evidence, date set at checkpoint 1 and is dependent on timetable for assessments.
- Deprivation of Liberty Orders.

Attendees

The members of this panel are:

Senior Managers (Chairs) - to attend on a rota basis, arranged between themselves.	<ul style="list-style-type: none"> • Errol Albert, Head of Children’s Safeguarding • Amanda Andrews, Head of First Response • Sandra Carnall, Interim Head of Children’s Care Services and Children’s Commissioning • Alison Munt, Head of Children’s Care Management • Palvinder Kudhail, Interim Service Director, Children’s Social Care
Legal Services – to attend on a rota basis, arranged between themselves	<ul style="list-style-type: none"> • Hayley Norman-Thorpe • Ann Gibson, Team Leader • Glynis Shepherd, Team Leader • William Brierley, Team Leader
PLO Manager	Sinead McEniry, PLO Manager
Fostering	Liz Shields, Commissioning Operations Manager (Fostering)
Social worker and Team Manager bringing the case	

Paperwork Required:

Proceedings, checkpoint 1- following the Case Management Hearing.	<ul style="list-style-type: none"> • SWET – copy submitted to court with all sections completed. • CMO from Case Management Hearing and any subsequent hearing.
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	<ul style="list-style-type: none"> Any assessments/reports completed by order of the court.
Proceedings, checkpoint 2 - prior to final evidence.	<ul style="list-style-type: none"> SWET – the copy submitted to court upon issue A summary of proceedings to date CMO from Case Management Hearing and last hearing Any assessments/reports completed by order of the court or progress there of Draft final care plan Minutes from attendance at panel for checkpoint 1
Deprivation of Liberty	<ul style="list-style-type: none"> Summary of current position.

8. Permanency Panel

The function of this panel is to:

- Ensure that children’s permanence plans are progressed with the pace and urgency that is needed, including achieving legal or emotional security at the earliest point.
- To act as a Permanence Planning Meeting prior to the second Children in Care Review so the identified plan/s can be ratified by the Independent Reviewing Officer.
- Ensure permanence plans are progressed without delay following the final order being obtained.

This Panel will consider the following:

- S20 accommodation agreed at the Legal Planning and New Admissions Panel is appropriate and with an agreed plan to remain looked after until 18.
- Adoption is progressed.
- Long-term fostering matches are progressed.
- SGO considered and Support Plans ratified.
- Revocation of Care or Placement Order.
- UASC – 16+.

Attendees

The members of this panel are:

Senior Managers (Chairs) - to attend on a rota basis, arranged between themselves:	<ul style="list-style-type: none"> Errol Albert, Head of Children’s Safeguarding
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	<ul style="list-style-type: none"> • Amanda Andrews, Head of First Response • Sandra Carnall, Interim Head of Children's Care Services and Children's Commissioning • Alison Munt, Head of Children's Care Management • Palvinder Kudhail, Interim Service Director, Children's Social Care
Virtual School	Emma Owen, Headteacher, Virtual School
PLO Manager	Sinead McEniry, PLO Manager
Fostering/Adoption-to attend on a rotabasis	<ul style="list-style-type: none"> • Liz Shields, Commissioning Operations Manager • Jennifer Winterbottom, Team Manager, Fostering • Carol Atkins, Team Manager, Adoption
Social worker and Team Manager bringing the case	

Paperwork Required:

Care plans.

Resource Panel

The function of this panel is to:

- Consider financial requests for new residential placements, residential staffing ratio costs and any therapeutic assessments/support packages.

This Panel will consider the following:

- All placements made since the last panel.
- Any additional costs associated with the placement e.g. solo placements, additional staffing, bed blocking costs.

Who?

The members of this panel are:

Senior Managers (Chairs) - to attend on a rota basis, arranged between themselves	<ul style="list-style-type: none"> • Palvinder Kudhail, Interim Service Director, Children's Social Care • Sandra Carnall, Head of Children's Care services and Children's Commissioning
Placements Team	Charlie Lundie-Sadd, Care Purchasing Team Leader
Virtual School	Emma Owen, Headteacher, Virtual School
Fostering	Liz Shields, Commissioning Operations Manager (Fostering)
CAMHS	Nicola Connelly, Consultant Clinical Psychologist and Clinical Lead
IRO Service	Lauren Watts, IRO Team Manager
Finance	Mary Creighton, Management Accountant
Other attendees (as and when required)	<ul style="list-style-type: none"> • Respite Services • Portage • Occupational Therapy • Learning Disability Nursing
Social worker and Team Manager bringing the case	N/A

Paperwork Required:

Children's Resource Panel Referral Form

Care plans

Complex Needs Panel

The function of this panel is to:

- Consider requests for **joint funding** for packages of care for a child or young person by the Council or the CCGs due to their education and/or health and/or social care needs that are not being met by already delivered/ commissioned services
- Ensure appropriate resources are deployed to meet the health, education and social care needs of every child referred
- Identify and agree actions around accessing the appropriate funding streams
- Commissioners work together to consider how specialist packages of support can be commissioned to support the child, where possible to remain at home or within a home environment and within the boundaries of the county

- Support children and young people to come back into Buckinghamshire to have their needs met
- Providers work in partnership to achieve value for money and avoid additional cost beyond the Council and the CCG's core offer i.e., the use of a specialist external placements
- Identify risks and gaps in relation to meeting assessed need and provision for children with complex needs

This Panel will consider the following when:

- a) There is a request for **joint funding** for a package of care for a child or young person by the Council or the CCGs due to their education and/or health and/or social care needs not being met by already delivered/ commissioned services
- b) There is a request for **joint funding** for the child or young person to be placed outside of Buckinghamshire County by the Council or the CCGs due to their education and/or health and/or social care needs not being met in county services

Who?

The members of this panel are:

Senior Manager (Chair)	Simon James, Service Director, Education
Service Manager, Continuing Healthcare	Claire Turnbull, Operations Manager, Continuing Care, Bucks NHS CCG
Head of Children's Care Management	Alison Munt, Head of Children's Care Management
Head of Finance, Children's Services	Elizabeth Williams, Head of Finance, Children's Services
Head of Integrated Commissioning	Sally Parkinson, Head of Integrated Commissioning
Head of Integrated SEND Service	Hero Slinn, Head of Integrated SEND Service
Virtual School	Emma Owen, Head of Virtual School
Head of Service, Adults, LD, Transitions and CHC	Adam Payne, Head of Service, LD, Transitions and CHC
Transitions Team Manager	Jackie Shakespeare, Transitions Team Manager

Paperwork Required: Complex Needs Panel Referral form

Appendix 1 – Paperwork required at each panel - At a glance

Legal Planning and New Admissions Panel

<i>Request for new admission to care/edge of care</i>	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form, to include case summary and proposed plan
<i>Review emergency admission to care</i>	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form, to include case summary and proposed plan
<i>Review Police Protection</i>	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form, to include case summary and proposed plan • Case summary to include proposed plan (for children who have not remained in care following PP being taken)
<i>Request to extend current Section 20 approval</i>	<ul style="list-style-type: none"> • Case summary to include proposed plan • Latest LAC review minutes • Current care plan • Any assessments completed • Minutes from attendance at previous panel
<i>UASC in care over 6-week period</i>	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form, to include case summary and proposed plan
<i>Relinquished baby</i>	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form, to include case summary and proposed plan

<i>Legal Planning Meeting Paperwork</i>	
<i>Care / Supervision Order</i>	<ul style="list-style-type: none"> • Draft SWET (with relevant sections completed) • Birth certificate • C&F assessments prepared in the last 6 months • CPC minutes, CP Plan and reports • Strategy Meeting minutes and section 47 investigations undertaken in the last 6 months • Assessments of any potential carers • Draft letter before proceedings or immediate issue letter • Parenting assessment plan • Any minutes from attendance at panel previously • An overview of any previous proceedings and a summary of any previous expert assessments.

Discharge care order	<ul style="list-style-type: none"> • Initial draft statement • Updated care plan • Care Plan from when the order was made • An overview of the care proceedings and any previous expert assessments • Last Children in Care review minutes and reports
Section 37	<ul style="list-style-type: none"> • Draft Section 37 report • C&F assessments prepared in the last 6 months
Section 20 – review of status	<ul style="list-style-type: none"> • Legal Planning and New Admissions Booking form • Updated case summary to include actions taken to date and proposed steps to return the child home • Latest Children in Care review minutes • Current care plan • Any assessments completed • Any minutes from attendance at panel previously
Review of Supervision Order	<p><i>If seeking approval for the order to expire:</i></p> <ul style="list-style-type: none"> • Final Care Plan/Supervision Order Support plan • Case summary to detail the action taken to date, whether any on-going monitoring is required and what the step- down process will be. • Any assessments completed • Child in need plan <p><i>If seeking an application to extend the order:</i></p> <ul style="list-style-type: none"> • Draft initial statement and updated care/supervision plan • Chronology • Final Care Plan/Supervision Order Support plan • Any assessments completed
Secure Accommodation Order	<ul style="list-style-type: none"> • Draft initial statement and care plan, to include exit strategy • Chronology • If young person is already in Care, last Children in Care review • any assessments carried out in the last 6 months • If young person is subject to a care order, an overview of proceedings and any expert assessments

<p><i>PLO review – 6-weekpoint</i></p>	<ul style="list-style-type: none"> ● SWET presented at the initial Legal Planning and New Admissions Panel. ● Letter before Proceedings. ● PLO Meeting minutes and agreed action plan ● FGC (family group conference) date/minutes ● Viability Assessment dates/outcomes, any other relevant reports. ● Parenting assessment plan ● Any minutes from attendance at panel previously
<p><i>PLO review – 12-week point and beyond</i></p>	<ul style="list-style-type: none"> ● SWET presented at the initial Legal Planning and New Admissions Panel ● Updated chronology ● Review PLO meeting minutes and action plan ● Assessments completed and any relevant reports ● Any minutes from attendance at panel previously

Court Progression Panel

<p><i>Care Proceedings: Checkpoint 1</i></p>	<ul style="list-style-type: none"> ● SWET – the copy submitted to court upon issue ● CMO from Case Management Hearing and any subsequent hearing ● Any assessments/reports completed by order of the court
<p><i>Care Proceedings: Week 11, or 3 weeks prior to final evidence (date to be set at week 4 panel)</i></p>	<ul style="list-style-type: none"> ● SWET – the copy submitted to court upon issue ● CMO from Case Management Hearing and last hearing ● Any assessments/reports completed by order of the court or progress there of ● Draft final care plan ● Minutes from attendance at panel for checkpoint 1

Permanency Panel

<p><i>All cases</i></p>	<ul style="list-style-type: none"> ● Current care plan ● Any minutes from attendance at panel previously
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Resource Panel

<i>All cases</i>	<ul style="list-style-type: none">• Referral form• Current care plan• Any minutes from attendance at panel previously
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Complex Needs Panel

<i>All cases</i>	<ul style="list-style-type: none">• Referral form• Current care plan• Any minutes from attendance at panel previously
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