

Support and Accommodation Allocation & Review Panel for 16+

Terms of Reference

Version number	Date updated	Updated by	Review date
Version number 1	November 2020	Jayne Shelbourne- Barrow	November 2021

1. Introduction

The role of the Support and Accommodation Allocation & Review Panel for 16+ (furthermore referred to as the Panel) is to discuss all requests for support and accommodation for young people aged 16 – 25.

For the purposes of this panel all 16-year olds must not be in Year 11 of school and be over the school leaving age which is the last Friday in June.

The Panel will discuss and review every request under the following headers:

- **Support to remain at home or in current placement**
Mediation, Crisis intervention support, Staying Put, P2i floating support
- **Family based support**
Foster Care, Stepping Stones and P2i Host families, Shared lives with Adult Social Care (18+ only)
- **Supported Housing**
P2i Supported Accommodation and SCC in-house Leaving Care Accommodation
- **Meeting highly complex needs**
External placement e.g. semi-independent; Amber project; Rethink and Positive Lives

The young person's needs should be presented by the case worker e.g. Family Intervention Support (FIS) Worker, Social Worker, Leaving Care worker or P2i

Homelessness Prevention Officers, but it is expected any agency involved with that young person should be invited to attend and participate in the discussion.

The Panel is responsible for authorising resource allocation and where necessary, act as the tracking point for each young person as they work towards independence. This does not replace the normal case tracking undertaken through social care or another agency. Care planning activity remains the responsibility of the social care teams.

The following partners commit to provide Panel representation on a weekly basis:

- District Council Housing Options/Advice Team
- Children's Social Care
- Leaving Care team of Children's Social Care
- P2i Provider Organisations delivering Lots 2, 3, 4 and 5
- Stepping Stones and Leaving Care Accommodation Team Leader
- Placements Team of Children's Social Care
- FIS
- Childrens and Adults Commissioners are welcome to attend as deemed necessary.

2. The purpose of the panel

The Panel will be used as an operational resource to identify and discuss all young people requiring planned accommodation and/or support. On a multi-agency basis, the Panel will decide the best resource or intervention to meet their needs.

Referrals to Panel will be sent via LCS through the Multi-Purpose Panel Request form by 5pm on a Friday to be discussed the following Wednesday. A small number of emergency slots are kept to allocate accordingly.

Referrals will be coordinated and managed by business support. All other agencies will be required to attend for the discussion of specific cases and will be invited accordingly.

Social Workers, Leaving Care workers, Family Intervention workers or P2i Homelessness Prevention Officers making referrals for their cases must attend the Panel.

Agendas, supporting paperwork and minutes will be emailed to all panel attendees.

3. Emergency Decisions made outside of the Panel

Decisions made on an emergency basis outside of the panel about support or accommodation need, can only be made by the Deputy Director Children's Services or in their absence a Head of Service within Social Care (if the child is already in care) or Prevention (if child is not in care). These managers can deputise for each other if required. These decisions must be brought to the next panel retrospectively with all the required information. It is the responsibility of the allocated worker to ensure this happens.

4. How to Refer

The 16+ Panel Request must be submitted on LCS. Please select Multi-Purpose Panel Request in Forms tab of the young person's record in LCS and select 16+ Panel. These must be completed and authorised by 5pm on a Friday to get on the agenda for that Wednesday.

The following documentation must be attached to the panel request:

- 16+ Risk Assessment
- Up to date Pathway Plan or Children and Families Assessment
- Any other relevant supporting information

5. Membership

It has been agreed that there should be core membership to this group. Core member agencies will be expected to attend or send a representative to every meeting. Professionals from other agencies will be invited as and when it is considered they could aid a young person in order to prevent them from becoming homeless.

The core members are:

- Head of Service CLA and Leaving Care (Chair)
- P2i Co-ordinator (Vice Chair)
- Strategic Commissioner (P2i)
- P2i Homelessness Prevention Officer x4 areas
- Placements Team of Children's Social Care
- Leaving Care Team Leader (area rotational basis)
- Leaving Care Accommodation Team Leader
- YMCA Mendip - Mendip
- YMCA Mendip - South Somerset
- YMCA Somerset Coast – Sedgemoor
- YMCA Somerset Coast – Taunton Deane & West Somerset
- FIS / YOS Team Leader (rotational basis)

6. Members will:

- Give their agreement to Somerset County Council Children's Social Care that any information they have access to while a member of the 16+ Support and Accommodation Allocation and Review Panel will remain confidential and will not be divulged to anyone outside the Panel unless authorised to do so.
- Comply with the principles of the current General Data Protection Regulations
- Treat any information received and discussed with due sensitivity and respect any confidences
- Declare any conflicts of interest to the Chair of the Panel
- Conduct themselves within professional boundaries
- Contribute constructively to the discussions to ensure the aims of the Panel are met
- Be prepared and have sufficient knowledge of the case and arrive on time
- Challenge colleagues respectfully to ensure that the quality of the discussion remains high and consistent
- Make sure that a fair and consistent approach is given to all young people discussed

- Have consent in place with the young person and ensure this is presented to the group at the start of any discussion.
- Make every effort to attend each meeting, or send a fully informed representative if they are unable to attend
- Ensure that decisions made in meetings are filtered through to relevant staff within their organisation
- Ensure that actions given at the panel meetings are completed and should there be any problems/issues completing actions that they are brought back by the owner of the action to the next appropriate panel or via email to the relevant P2i Homelessness Prevention Officer
- Members commit to being transparent and honest about the need level of the young person and the tolerance level of the provision required together with the reasons for their assessment.

7. Frequency of meetings

The Panel will meet weekly every Wednesday 1.30pm – 4.30pm. These meetings are being conducted via Microsoft Teams.

These Terms of Reference will be reviewed on a yearly basis or as required.

8. Panel Records

The agenda needs to include details of which professionals are attending at specific times and who is being called into the meeting on what contact number.

Agendas, supporting paperwork and minutes will be emailed to all panel attendees.

Actions and decisions need to be recorded by the Panel Administrator on the relevant information databases which are:

- LCS for under 18s and care leavers 18-25
- EHM for 18-25-year olds that have no status under Children's Social Care

9. Members Agreement

I agree to commit to the Terms of Reference of the Support and Accommodation Allocation and Review Panel for 16+ as outlined above

Print Name	Signature	Organisation	Date
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