

Flow Chart for Permanence Planning Meeting (PPM) and Panel including Approval of Expenditure

Approval of Placement Costs

All new placements and extensions to existing placements will need to be reviewed at panel. As per the Scheme of Delegation,

- Area Managers- £2000 per w/k.
- Locality Directors/ Senior Managers can authorise placements costing up to £5,500 p/w.
- Head of Service up to £7,500 p/w.
- Chief Officer > £7,500 p/w.

Placement Costs up to £5,500 p/w - if a social worker attends panel requesting a placement costing up to £5,500 p/w, the Locality Director/ Senior Manager will review and, if agreed, Business support will email the completed Permanence Panel Form and panel decision form to Debbie.chaplin@devon.gov.uk and childrensplacements-mailbox@devon.gov.uk. The agreement to the placement should be clearly stated in the body of the email by LD.

Placement Costs up to £7,500 p/w - If the placement requested is >£5,500, the Locality Director/ Senior Manager will review, and if agreed to proceed with approval by Head of Service, the decision will be captured on panel minutes and attached to the Permanence Panel Form. This form will then be emailed to the Head of Service, copying in PA Helen Stevens. Head of Service agreement to the placement should be emailed to Debbie.chaplin@devon.gov.uk and childrensplacements-mailbox@devon.gov.uk. The agreement to the placement should be clearly stated in the body of the email.

Placement Costs >£7,500 p/w - If the placement requested is >£7,500, the Locality Director/ Senior Manager will review, and if agreed to proceed with approval by Head of Service, the decision will be captured on panel minutes and attached to the Permanence Panel Form. This form will then be emailed to the Head of Service, copying in PA Helen Stevens. Head of Service will review and forward the request to the Chief Officer, copying in PA Hannah Keyte, for agreement. Chief Officer agreement to the placement should be emailed to Debbie.chaplin@devon.gov.uk and childrensplacements-mailbox@devon.gov.uk. The agreement to the placement should be clearly stated in the body of the email.

Flow Chart for Permanence Planning Meeting (PPM) and Panel including Approval of Expenditure

Permanency Planning Meeting (PPM) takes place to explore permanence options for children and what is required to achieve this.

- Where legal input is **not required** complete the record of PPM on the Permanence WITHOUT legal form
- Where legal input is anticipated/required, complete the record of PPM on the Permanence WITH legal form



IMPORTANT: Every section of the Permanency Planning Meeting template must be filled in prior to proceeding to the next step. Where a section is not applicable, please state this to evidence the section has been considered and not missed.



1. Resource needed over £2000 or permission request ONLY i.e. a search request (no legal required) goes to Permanence Panel. All costs below 2k Area Manager can agree without attending panel)

Send completed **Permanence Planning Meeting minutes** to the panel administrator.

You MUST provide costings on the form.

Attend Panel with Team Manager and answer additional questions as supplement to the paperwork

2. Pre-Proceedings
is agreed by the Area Manager within the Permanence Planning Meeting (see above).

You **do not** need to attend Permanence Panel for agreement of pre proceedings or legal planning meetings with take place during the pre-proceedings period.

If Area manager agrees pre proceedings, send completed Permanency Planning Meeting WITH legal minutes to Legal.

Attend Legal Planning Meeting and prepare pre proceedings documents for the family.

Area Managers can agree up to 2k in assessments costs. If costs exceed this, request to Permanence Panel is required, see **column 1.**

3. To Issue Proceedings

Agreement is sought at Permanence Panel

Send completed **Permanence Planning Meeting WITH Legal minutes** to the panel administrator.

Attend Panel with Team Manager and answer additional questions as supplement to the paperwork

If approved attend Legal Planning Meeting.

4. To Review all CIC and Young People

SW/PA will be invited to Panel BS to review Child/YP permanence/transition plans

Send completed **Permanence Planning Meeting minutes** to the panel administrator.

Attend Panel with Team Manager and answer additional questions as to child or Yps permanence plan

Actions set and case to be reviewed for actions completed