**Terms of Reference**

Youth Homeless Prevention and

Access to Supported Accommodation Panel

9th June 2023

**PURPOSE:**

The Youth Homeless Prevention and Access to Supported Accommodation Panel is the formal arena whereby the integrated partnership between key statutory and non-statutory agencies meet to ensure responses to young people presenting with housing needs are coordinated and that resources are managed in an effective manner.

The integrated partnership will have an overview of and drive the development and delivery of responses focused on the prevention and reduction of youth homelessness across Torbay.

**AIMS AND OBJECTIVES:**

To develop and deliver a co-ordinated multi-agency response to youth homeless ness across Torbay.

To facilitate shared learning and gain a better understanding of the profile of youth homelessness across Torbay.

To consider and develop approaches for all young people affected by housing issues.

To consider and develop plans to support young people who are at risk of homelessness.

To consider and develop plans to support young people who have experienced homelessness.

To proactively and meaningfully involve young people in the development of the Torbay approach to youth homelessness prevention by considering feedback from young people that have come into contact with any part of the integrated partnership set up to address youth homelessness.

To support effective working relationships between member agencies, professional groups, and voluntary organisations who work in the area of youth homelessness prevention.

To be responsive to changes in legislation, changes in service needs and consider the implications of research and in relation to the continuous profiling of youth homelessness associated risks.

Proactively identify and collaborate on funding opportunities that promote and enhance services and responses designed to prevent young people from becoming homeless.

To have oversight of all young people that have been identified as being at risk of homelessness.

To have oversight of capacity within the commissioned accommodation stock along with oversight of projections relating to future capacity.

To have oversight of the plans and progression of all young people known to be at risk of homelessness.

**PRINCIPLES:**

Trauma informed approach: : By recognising the prevalence of early adversity in the lives of young people that are at risk of becoming homeless and incorporating the core principles of safety, trust, collaboration, choice, and empowerment in the delivery of the work through the integrated partnership

Whole family and whole system approach: By recognising interconnecting contributors to youth homelessness and the importance that family and social relationships play in the outcomes for young people and avoiding taking a single person or single issue approach by adopting a systems approach to interventions – young person, within family within community perspective.

Strengths-based approach: By recognising the strengths and assets, as well as the needs and challenges of young people, in order to deliver improved outcomes.

Young Person centred approach:Byrecognising and supporting the delivery of youth homelessness prevention interventions that acknowledges young people’s differences and vulnerabilities and meets their holistic developmental needs (education, health, social etc.).

**GOVERNANCE:**

The Youth Homeless Prevention and Access to Supported Accommodation Panel chair will report into the Torbay Early Help Board.

The Youth Homeless Prevention and Access to Supported Accommodation Panel chair will report into Torbay Children’s Social Care Sufficiency Board.

**CHAIRING ARRNAGMENTS:**

The Youth Homeless Prevention and Access to Supported Accommodation Panel will be chaired by Shaun Evans (Torbay Early Help Service Manager).

Deputy Chair will be Leanne Hancock (Torbay Housing Options Team Leader).

**PROPOSED REPORTING:**

Torbay Children Services Improvement Board.

**CORE MEMBERSHIP:**

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| Organisation | Role | Current representative(s) |
| Torbay Council | *Chair*  HoS - Torbay Safeguarding, Early Help and Business Intelligence Service (CSC) | Shaun Evans |
| Torbay Council | *Deputy Chair*  Housing Options Manager - Torbay Housing Options | Lianne Hancock |
| Torbay Council | *Agency Representative*  Assistant Team Manager – Homeless and Poverty Prevention Team (CSC) | Samantha Frost |
| Torbay Council | *Agency Representative*  Youth Homeless Prevention Workers | Amy Shepher-coles  Amy Richardson |
| Torbay Council | *Agency Representative*  Care Experienced Team Manager (CSC) | Caroline Pamer |
| Young Devon | *Commissioned Service Representative*  Manager | Jackie Francis |
| Live West | *Commissioned Service Provider Representative*  Manager | Yolanda Galea |
| Westward Housing YPS | *Commissioned Service Provider Representative*  Manager | Laura Nagle |
| Night Stop | *Voluntary Service Provider Representative*  Manager | Charlie Turner |
| Delmeney | *Voluntary Service Provider Representative*  Manager | TBA |
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**QUORUM:**

The group will be considered quorate at a minimum of 75% attendance.

**RESPONSIBILITIES OF MEMBERS:**

* + 1. Each member to represent their organisation or department.
    2. Each member is expected to contribute to the delivery of the objectives and outcomes of the Youth Homeless Prevention and Access to Supported Accommodation Panel.
    3. Each member is expected to share up to date data and evidence to support the development of the objectives of the Youth Homeless Prevention and Access to Supported Accommodation Panel.
    4. Each member is expected to share up to date information about individual young people so that effective plans can be maintained as well as oversight gained regarding young people identified as being at risk of homelessness.
    5. Each member is accountable for the development of the integrated partnership that makes up the Youth Homeless Prevention and Access to Supported Accommodation Panel.
    6. To identify and forge links with other potential strategic partners and to identify resources where required to further develop the work of the integrated partnership within the Youth Homeless Prevention and Access to Supported Accommodation Panel.

**DIVERSITY AND EQUALITY:**

All partner members of the Youth Homeless Prevention and Access to Supported Accommodation Panel will have an equal voice and contribution to make to meetings.

Members must be mindful to ensure that internal organisational issues do not dominate the nature of discussions.

The views and voices of young people and families will be taken into full consideration and shared where appropriate.

**CONFLICTS OF INTEREST:**

Any conflicts of interest will be declared to the chair or the group at the earliest possible time.

**ARRANGEMENTS:**

**Frequency of meeting:**

This panel will convene every 2 weeks.

**Minutes and meeting organisation:**

Minutes and actions will be recorded and shared with all members of the Youth Homeless Prevention and Access to Supported Accommodation Panel.

Meetings will be organised by the Housing Options Team Business Support Officer allocated to the Youth Homeless Prevention and Access to Supported Accommodation Panel.

Papers and the agenda will be circulated no less than 2 days before the panel convening.

Updates will be provided to the allocated businesses support officer no later than 4 days before the panel convening.

The action log and draft minutes will be circulated no later than 2 working days after the panel convening.

**Core agenda items:**

The core agenda will be split into three distinct parts as follows:-

Part 1 – Review of commissioned and non-commissioned resources

Within this part of the panel meeting all commissioned providers will be expected to provide an update on their respective resource base to include current occupancy, immediate vacancies and projections for the next two, four and six weeks.

To aid planning, voluntary providers will also be asked to provide the same level of data as noted above.

To aid future planning, Housing Options will be expected to provide a narrative regarding accommodation availability to assist young people with progressing on from the commissioned providers.

The data and narratives provided within part 1 will be recorded in the Youth Homeless Prevention and Access to Supported Accommodation Panel agenda proforma (see attachment).

Part 2 – Review of New Referrals

Within this part of the panel meeting all referrals received over the previous 2 weeks by all partner agencies will be reviewed. Discussion will take place to determine appropriateness and risk so a RAG rating is attached to each young person’s profile. Plans will be determined to ensure all young people referred have an appropriate assessment undertaken in line with the joint Housing/CSC protocol for youth homelessness prevention.

The summary discussion for each young person will be minuted in the Youth Homeless Prevention and Access to Supported Accommodation Panel agenda proforma (see attachment). It will be the responsibility of the nominated Youth Homeless Prevention Worker to transfer the panel notes to the relevant young person’s CSC records.

Part 3 – Review of Young People

Within this part of the panel meeting young people at risk of homelessness who are open to the relevant service areas will be discussed. The focus will be on risk determination, plan development and progression and ultimately permanency arrangements being identified and established. All partners will be expected to contribute to the discussion and planning.

Within this part of the panel meeting it may on occasion be appropriate to invite a professional that is also working with the young person to contribute to the partnership discussion. This being the case, the professional will be notified of the invite at least 4 days prior to the Youth Homeless Prevention and Access to Supported Accommodation Panel convening.

The summary discussion for each young person will be minuted in the Youth Homeless Prevention and Access to Supported Accommodation Panel agenda proforma (see attachment). A further panel date will be agreed to bring the young person back to the panel to review the progress of the plan. It will be the responsibility of the nominated Youth Homeless Prevention Worker to transfer the panel notes to the relevant young person’s CSC records.

**REVIEW OF TERMS OF REFERENCE:**

These terms of reference will be reviewed 6 months following the initial approval and adoption and then every 12 months thereafter.

**Next review by 9th June 2024**

**ATTACHMENTS:**

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| Youth Homeless Prevention and Access to Supported Accommodation Panel agenda proforma. |  |