**Children and Young People with Exceptional**

**and Residential Needs Panel (CYPERNP)**

**Terms of Reference**

1. **Core Purpose**

To agree to actively monitor and review provision, through local services or out of authority placements, for Children and Young People with Exceptional Needs.

Exceptional Needs is defined as one or more significant needs that cannot be met by the services that are typically available locally, and therefore requiring a specialist placement or a package of local support from a range of specialist services including Education, Health and Social Care.

To agree provision where the significant needs identified requires support from more than one service area.

To commission multi-agency residential placements for those with complex needs.

Residential provision will only be considered when all other options have been explored and the child’s needs cannot be met in any other way. Residential placements will be time limited and plans to step down to family based care need to be robust from the outset and actively pursued.

To quality assure and review all residential placements to ensure the placement meets the needs of the young person and improves outcomes.

1. **Guiding Principles**

It is the policy of both the Gloucestershire County Council and NHS Gloucestershire Clinical Commissioning Group to meet the health, education and care needs of CYP in County wherever possible. Specialist, alternative services will not be considered unless a clear case has been made that needs cannot be met by local services.

Placements will normally be made as close to home as possible. It will be expected that all children and young people have quality contact arrangements with family, friends and home community when it is safe to do so.

In considering provision and reviewing placements, the Panel’s focus will always be on securing quality placements that provide improved outcomes for children and young people and represent good value for money. Providers will be expected to deliver improved outcomes and to make a difference.

All placements will be time limited with a clear strategy for return to local services or transition to adult services. Reunification with family should be considered when appropriate.

It will be expected that robust review arrangements will be in place for all specialist placements with clearly laid out timescales and processes. Placements will be reviewed for quality of provision and for continually improving outcomes for CYP.

The aim of panel is:

* To consider recommendations from clinicians and practitioners for more specialist provision for those children and young people with complex needs & challenging behaviour that cannot currently be safely cared for in fostering/ family placement
* To approve the commissioning of multi-agency residential placements for those with complex needs
* To ensure that children are placed as locally as possible
* To ensure that care planning & management is robust, that plans avoid drift and that decision making is made in the best interests of the child taking into account their wishes and feelings  based on an accurate and up to date assessment of need
* To monitor the care plan which must clearly state the requirements of the placement, the expected outcomes, timescales & ongoing needs & support services
* To receive reports about the quality of all residential placements to ensure the placement meets the needs of the young person & improves outcomes as specified.
* To ensure the residential placement operates an outcome focused framework & can evidence it is MAKING a DIFFERENCE
* To ensure value for money
* To oversee & monitor transitions home, step down to family based placements or transition to independent accommodation or adult service
* To ensure any return home is compliant with the 2015 Care Planning arrangements and a robust return home support plan is incorporated into the care plan following an assessment of need
* To ensure that “At a Distance” Ofsted obligations are met and that all children placed in OOA residential placements have necessary consents (DCS) notifications are in place (to host LA) and their health and education needs are met.
* To identify gaps in the market/ issues and trends to inform the Sufficiency Strategy
* Identify themes and risk factors in relation to particular placements or providers
* To ensure appropriate monitoring information is kept of decisions & progress on each case to inform a review of the function and efficiency of panel
* To ensure that its decisions are clearly recorded along with any directions it may give

1. **Frequency of Meetings**

Usually the CYPERNP will meet monthly, however on the initial start date of June 2015 for two months they will be three weekly. Meetings may be added or deleted as agreed by the Panel or Agency Decision makers (ADM’s).

1. **Funding**

Funding will be agreed by the Agency Decision Maker at Post CYPERN budget meeting.

Funding to be agreed for one year unless in exceptional circumstances and reviewed annually.

1. **Attendance**

Panel membership will include a minimum of three agency decision makers and will constitute as follows:

* Head of Special Educational Needs and Disabilities (Co-Chair)
* Service Leader - Children in Care (Co-Chair)
* Clinical Case Manager for CYP with complex needs.

***Additional Panel membership:***

* Interim Service Director, Children & Young People Service (Health)
* Clinical Director and Associate Medical Director of CYPS
* Head of Virtual School
* SEND Service Manager
* Assistant Team Manager Learning Disabilities Operation Team, Assessments
* Head of Service Post 16
* Lead Manager for Children With Disabilities (as and when needed if a child/YP has very complex needs)
* Commissioning Officer to provide costing prior to the meeting and only attend if necessary
* Service Leader Adoption & Fostering

***Support Attendance***:

* Minute taker
* Reunification Project Coordinator

1. **Referral**

Requests for specialist placements or services must be on the agreed pro-forma and collated by the lead professional/practitioner/key worker following a multi-agency meeting and graduated approach.

No request will be considered unless the pro-forma has been completed.

It is expected that requests will follow a multi-agency plan and review demonstrating a graduated process e.g. My Plan, My Plan+.

1. **Decision Making**

Decisions are taken by the ADM’s; the Panel’s role is advisory.

In exceptional circumstances there will be an additional meeting and this will be constituted with the ADM’s.

Decisions outside Panel meetings may be taken by the ADM’s, but reviewed annually.

Decisions and the justification for them will be recorded in full at the Panel meeting.

Responsibility for informing the parents/carers rest with the Key worker/Lead Practitioner or Lead Professional.

There is no appeal mechanism; however parents/carers should be advised about statutory complaints procedures and appeal processes appropriate to individual services.

1. **Reviews**

The Panel will review all Out of Area and Residential placements annually.

The Panel will review a case should the need for this be identified through an EHCP review.

Key workers/Lead Practitioners/Lead Professionals must submit a report on the agreed proforma.

**Minimum requirement is**: Referral form, core assessment and MAMP minutes, failure to provide at least these three items will be sent back to the social worker by the CYPERNP Administrator with the advice that it cannot go ahead until all documents are present.

1. **Dispute Resolution**

Lead Practitioners/Lead Professionals should raise any concerns with their line manager. Should parents/carers/young people dispute the outcome of CYPERNP Gloucestershire County Council has an Independent Dispute Resolution Service in place. Information relation to this Service can be found though the local offer, Global Mediation link: <http://search3.openobjects.com/media,anager/gloucs.glosfamilies/files/global_leaflet.nov.2014.pdf>

Website: wwwglobalmediation.co.uk Email: sen@globalmediation.co.uk