



**Darlington Children’s Services**

**Darlington Clinical Commissioning Group**

**Complex Needs Forum**

**Terms of Reference**

**Version: 8**

**Date approved: 7 November 2017**

**Review date: December 2018**

### Remit

To make decisions about all children and young people who may require:

* Internal or external placements,
* Support packages to meet education, care and / or health needs, or a combination of these needs.

This includes residential schools, children’s homes, foster care (respite, short and long term), parent and child placements, supported lodgings, support within the home or education provision and all other settings.

To ensure that the holistic needs of children and young people are fully considered when making decisions about possible placements.

To agree budget arrangements, placement costs, timescales and review dates. This includes giving due consideration to contributions from Education/Social Care and the CCG.

To consider unstable or disrupted placements and where a change of placement is required or additional resources are necessary.

To review request to change placement/support package if there are significant cost changes and/or if the placement is no longer deemed to be meeting the child’s needs.

To review all external placements/support packages on a basis agreed by this forum.

#### Any external provision used will meet all appropriate National Minimum Care Standards, Ofsted or CQC regulations. In the case of residential and external foster placements the provider will be part of a tendered framework or will be accredited by Darlington Borough Council or Tees Valley Authorities.

Emergency retrospective placement decisions will be authorised by Assistant Director (Children).

**Forum membership**

#### Forum will comprise of stakeholders from Children’s Services (Social Care and Education) and CCG:

#### Chair: Assistant Director (Children)

* Head of Service (Disabled Children, Adults with a Learning Disability/Mental Health) (Vice Chair)
* Service Manager Placement and Adoption
* Placement Officer
* Senior Residential Manager

#### Development and Commissioning Manager (Children)

* Team Manager Life Stages Disabled Children and Young Adults 0-25
* Head of Education and Inclusion
* CCG representative
* Finance Representative

#### Panel Administrator

#### **Frequency**

Complex Needs Forum (CNF) will meet six weekly on a Friday from 9am – 12 noon at North Lodge Conference Room, Darlington.

1. **Operational Arrangements**
* Personal Assistant to Assistant Director (Children) to book a time slot. (To be referred to as the Forum Administrator).
* CNF / DARP referral form (Appendix 1) to be completed and sent to the Forum Administrator by Noon on Wednesday prior to the Friday meeting.
* Papers to be issued by 12 noon on Thursday prior to the Friday meeting via email.
* Child or young person’s Social Worker and/or Continuing Health Care Professional to attend CNF to present case.
* Forum to discuss and agree funding arrangements/funding split criteria.
* Ensure forum outcomes are recorded on the panel outcome form (Appendix 1) and circulated to panel members within five working days.
* The Forum Administrator will update the Liquid Logic record for each case.
* Part 2 of Appendix 1 will be compiled and circulated to all panel members, the finance team and relevant teams/individual workers by the Forum Administrator within five working days of the panel convening.

#### **Financial Management**

* Funding arrangements agreed by CNF to be followed up with finance team and any claims from Health to be implemented within one month of the CNF decisions.

#### **Complex Needs Forum Terms of Reference – Review**

#### This document shall be reviewed annually by Forum Members and amended to reflect changing work practices, policies and procedures.

#### **First review due December 2018**

**APPENDIX 1**

**COMPLEX NEEDS FORUM (CNF) / DARP REFERRAL FORM \***

|  |
| --- |
| **PART ONE – TO BE COMPLETED BY THE SOCIAL WORKER / CONTINUING HEALTH CARE ( CHC) NURSE** |
| **Date of CNF/ DARP** |  |
| **Childs Name** |  |
| **ID Number** |  |
| **Date of Birth** |  |
| **Legal Status** |  |
| **Social Worker /CHC Nurse** |  |
| **Social Work Team** |  |
| **School** |  |
| **School Year** |  |
| **GP** |  |
| **EHCP in place? Y/N** |  |
| **State succinctly what is being requested (no more than one sentence):**  |
|  |
| **What are we worried about?** |
|  |
| **What is working well?** |
|  |
| **What needs to happen?** |
|  |
| **Danger Statement:** |
|  |
| **Option(s) & Recommendations:** |
|  |
| **Cost / Funding Split (if applicable):** |
|  |
| **PART TWO – TO BE COMPLETED BY CNF/ DARP** |
| **Panel Members:** |
|  |
| **Decision of Panel:** |
|  |
| **Reasons for Decision:** |
|  |
| **Recommendations made if request for placement/resource is not approved:** |
|  |
| **Date for Review by Panel:** |
|  |

\*NB this form is a generic form to be used for both DARP and Complex Needs Forum