

# Children's Social Care Children with Disabilities Panel



## Terms of Reference

### 1. Composition:

list by job title/role

#### 1.1 Part 1 – Children with Disabilities (Overnight)

- Regular attendees:
  - Children with Disabilities Operations Manager
  - Team Managers East and West Fieldwork
  - Early Support Team Leader
  - Early Support Deputy Team Leader
  - Short Breaks Leader
  - Short Break Care Fostering Manager
  - Short Break Care Worker
  - **Service Manager RID**
- Chair: Children with Disabilities Operations Manager
- Occasional attendees / regular links: As required / identified

#### 1.2 Part 2 – Children with Disabilities (Direct Payments & Sessional Work)

- Regular attendees:
  - Children with Disabilities Operations Manager
  - Team Managers East and West Fieldwork
  - Early Support Team Leader
  - Early Support Deputy Team Leader
  - Short Breaks Leader
- Chair: Children with Disabilities Operations Manager
- Occasional attendees/regular links: As required / identified

#### 1.3 Attendance

The two parts of the Panels will be run back-to-back. Those people who do not need to attend Part 2 will be able to leave at the end of the first part of the Panel. Panel members may join the meeting by Microsoft Teams.

The Children with Disabilities Panels will normally be chaired by the Operations Manager, Children with Disabilities. Where this is not possible, the Panel will be chaired by one of the Social Work Team Managers or by the **Service Manager RID**.

If a Panel member is unable to attend, they will ensure that a colleague is fully briefed and able to lead any discussions on their behalf. Where no-one is available to represent the absent Panel member, they will add pertinent information not

contained in the Panel Request to the "working notes" on the Panel OneNote.

For new requests for packages of support or requests for changes to packages of support allocated workers will be invited to attend Panel to present their application.

## 2. Frequency:

how often, arrangements for setting of dates / location

Second and fourth Thursday, 9.30am to 1pm and may on occasion run longer if the need arises.

## 3. Purpose:

aims / objectives for each meeting

### 3.1 Part 1 – Children with Disabilities (Overnight) – for care packages with overnight elements

- To allocate in-house resources for Children with Disabilities, including:
  - Short Break Fostering.
  - Children with Disabilities Residential.
- To discuss the need for any short breaks that will be provided by an external provider. A summary of this discussion will need to be taken to Deputy Director by Panel Chair for agreement.
- To consider and, where appropriate, agree Direct Payments for overnight care.
- To monitor set up of support packages and identify unmet need.
- To review and amend support packages.

### 3.2 Part 2 – Children with Disabilities (Sessional Care Packages) – for care packages comprising sessional care.

- To allocate in-house resources for Children with Disabilities, including:
  - Short Breaks.
  - Somerset Supporters.
  - Domiciliary Support.
- To consider and, where appropriate, agree Direct Payments.
- To monitor set up of support packages and identify unmet need.
- To review and amend support packages.

## 4. Standard agenda items:

as agreed, to support purpose

### 4.1 Part 1 – Children with Disabilities (Overnight)

- New requests for:
  - Short Break Fostering
  - Children with Disabilities Residential

- Direct Payments for overnight care
- Overnight short breaks from external providers
- Progress on set up of agreed packages, including identification of unmet need.
- Review and amendment, as appropriate, of existing packages.
- Date of next meeting
- Once package is established case will transfer to tracking

#### 4.2 Part 2 – Children with Disabilities (Direct Payments & Sessional Work)

- New requests for:
  - Short Breaks.
  - Somerset Supporters.
  - Domiciliary Support.
  - Direct Payments.
- Progress on set-up of agreed packages, including identification of unmet need.
- Review and amendment, as appropriate, of existing packages.
- Date of next meeting.
- Once package is established case will transfer to tracking.

#### 5. Notes:

arrangements for recording meetings

Working notes for individual case discussions will be captured by business support; the Panel chair will dictate a summary of issues discussed and the decision for business support to record. The summary and decision will be added to "CwD Panel – Outcomes form" in LCS, for authorisation by the Operations Manager.

This will normally be done within 5 working days.

#### 6. Post-Panel Letters:

For new and revised care packages the summary and decision, as dictated by the Panel chair, will be used in a letter to families explaining the Panel outcome. These letters will be prepared by the Panel administrator and signed by the Panel chair.

## Appendix 1

### Children with Disabilities Panel – Operational Guidance

*This guidance covers both the Children with Disabilities Resource Panel and the Direct Payments & Sessional Panel*

#### 1. All Requests

All Panel requests are managed through the “Multi-purpose Panel Request Form” form in LCS. It is the allocated worker’s responsibility to complete the form, which must be authorised by the team manager, before a slot at Panel is agreed.

Once authorised, the Panel administrator receives notification of the Panel Request form via LCS and will add the case to the Panel agenda unless the allocated worker has not discussed it with their Line Manager.

All authorised paperwork for Panel must be received by 4pm on the Thursday prior to the Panel date. In practice this means that your team leader / team manager will need to receive paperwork for Panel by noon on the Monday prior to the deadline to check and allow for time any amendments.

The Panel administrator cannot add a case to the agenda until the necessary paperwork has been received. Anything received after the deadline will be held over till the next Panel.

In an emergency, where the necessary paperwork has not been received, a team manager may seek agreement from the Operations Manager for a case to be added. In such circumstances, the Operations Manager will notify the Panel administrator of the late addition.

#### 2. New Requests

For new requests, the Panel request form should be accompanied by an appropriate assessment (also completed in LCS and attached to the Panel request form):

- An Early Support Assessment (for Early Support cases).
- A C&F Assessment (for cases open to a social work team).

The request should include evidence of case discussion in supervision / with line manager, practice discussion, and costings (including transport).

The Panel request and attached assessment need to be completed by the allocated worker, and authorised by the team manager/team leader, before a slot at Panel is agreed.

### 3. Monitoring Existing Requests

All agreed requests will be monitored until the package is in place. The monitoring will be informed by both:

- An update on the support in place in lieu of the package – supplied via by the allocated worker using the Multi-purpose Panel Request form in LCS.
- Please do not carry forward previous discussions (you may refer Panel back to details of a previous request); you update should focus on new information.
- Verbal updates on progress from the relevant Team Manager / Team Leader and Resource / Registered Manager.

NB: Progress on package provision can be delayed where allocated workers fail to provide the required updates for each Panel, as this prevents informed discussion and decision making.

### 4. Reviews (including requests for change of package)

Once a package has been agreed and set up, it is expected that it will be reviewed at least every 6 months.

To inform the review, the allocated worker will be expected to provide an up-to-date assessment of need, including information of usage\* and whether current package meets current need. It should also include recommendations on changes to the package where appropriate. A list of cases due for review will be circulated a month before they are due.

Where you request a change of package, it is expected that you will provide an updated assessment of need which informs that request.

\*For Direct Payments allocated workers should request information from finance / Enham.

### 5. Costings

A clear assessment of costings should be included in the Panel Request.

- For new requests the includes:
  - Costings for each element of the package, including transport.
- For changes of packages:
  - Costs of existing package.
  - Revised costs of all elements total package – where package is reduced.
  - Costs of existing package plus costs of any new elements of the package, with a total package cost.

Costings should include:

- Number of hours @ hourly rate.
- Number of sessions @ sessional rate.
- Number of nights @ nightly rate.
- Total cost to end of financial year.

## 6. Panel Discussions

The volume of cases discussed, and the varied time required for discussions of individual cases, makes it difficult to allocate a time slot for each case on the agenda.

Workers are not therefore required to attend Panel. However, where possible, they are expected to be available by telephone for case discussion during the time of the Panel.

## 7. Panel Outcomes

Case discussions will be minuted by the Panel administrator.

The Panel administrator will record the outcomes on the "CwD Panel – Outcomes" form in LCS. The Panel administrator will record:

- A summary of the case discussion as directed by the Panel Chair.
- The panel decision.
- Any review date.

The Outcomes will then be authorised by the Operations Manager or Panel Chair.

The Panel administrator will use the summary of discussion and panel decision to prepare post-panel letters to families for signing by the chair.

Workers who wish to know the outcome of a Panel discussion should talk to their line manager or check the Forms tab for the draft / authorised form.

The Panel outcomes form includes the date the case will next be discussed at Panel, so the allocated worker will know when an update is required and can set time aside in their calendar to prepare the Multi-Purpose Panel Request form.