Children's Social Care
Care Planning Panel
Terms of Reference

Purpose
consider: is a meeting necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere?

To review care plans for CLA U14 in residential provision, with a view to developing a family-based connection via long-term fostering, link care or other provision.

Agenda
consider: is the item necessary? / can the work be done effectively another way? / does this duplicate something that happens elsewhere? what is the expected outcome (to help focus discussion and prioritise time)? / how much time is required for different agenda items (including time for discussion & breakout groups)?

Standing items (at every meeting)	Individual case discussions, by child / young person
Other regular items (i.e at regular intervals)	Review terms of reference (annually)
One-off agenda items (as required)	n/a – casework panel
How will the agenda be compiled and finalised?	By the chair

Recording / Outputs
proportionate to the meeting, including type of minutes / notes / plans / logs; format - Word / OneNote / Excel; timescales for sign-off, storage & distribution requirements; communication requirements

Meeting record (including case recording)	OneNote record of key themes from discussion and actions required recorded by chair with review date; copy of discussion and actions added to LCS by Corporate Business Support.
Action plan / log	OneNote - update on actions at review.
Communication from / to other meeting	n/a

Logistics
including frequency & duration / type (virtual / face-to-face / hybrid) / appropriate timescales for notice, preparation and follow-up

Frequency	Monthly – one Panel for East and one for West of county.
Duration	1-1½hrs

Type (virtual / face-to-face / hybrid – or combination and what that looks like)	☒Virtual ☐face-to-face ☐Hybrid ☐Combination: specify details, e.g. usually virtual with one face-to-face meeting quarterly / one face-to-face meeting every 6 months
Timescale for invitations (minimum requirements)	Confirmed one month in advance (draft invites approx. 6-month at a time)
Timescale for pre-meeting papers: (minimum requirements to allow for preparation)	Agenda circulated approx. three weeks prior to meeting
Timescale for post-meeting papers: (minimum requirements to allow for follow-up)	LCS recording within 3 working days.
Other logistical requirements	n/a

Attendees:
including regular members, people who attend for specific standing items and cover arrangements

Full members (by job title)	Deputy Director Children's Services Heads of Service CLA & LC (Jayne Shelbourn-Barrow) Operations Managers: • CLA & LC East (Jo Manning) • CLA & LC West (Diana Griffiths) Virtual School: • Deputy Head (Helen Readman) Placements Team: • Specialist Placements Officer (Jackie Markham) • Specialist Placements Officer SEND (Mel Reynolds) Emotional Health & Wellbeing Team: • Senior Practitioner (Katharine Griffiths / Rob Lewis)
Ad hoc / contributing members (by job title)	For individual case discussions, Social Worker, Team Manager and Independent Reviewing Officer for each child.
Cover arrangements e.g. Where a standing attendee cannot make the meeting, a deputy representative should be identified in advance and briefed about area/service issues to be raised.	

Chairing Arrangements:
including vice chair where appropriate and cover arrangements

Chair (by job title)	Deputy Director

Vice Chair(s) (by job title) & cover arrangements	Head of Service or Operations Manager

Expectation of participants:
Before the meeting / during the meeting / after the meeting

Pre-meeting (preparation)	- Timely response to meeting organisers. - Notify the meeting organiser of reason for non-attendance. - Prepare appropriately beforehand.
In-meeting (participation)	- Active participation. - Leading discussion as the need arises. - Recording key discussion points / actions as required.
Post-meeting (follow-up)	- Make time to read the minutes. - Follow-up actions you are responsible for.