**Luton local authority and CCS Looked after Children health team**

**Exception Report meeting**

**Terms of Reference**

**Version History**

| **Version** | **Date Issued** | **Brief Summary of Change** | **Author** |
| --- | --- | --- | --- |
| **0.01** | **20/03/22** | **ToR develop and finalised** | **Teresa Gallagher** |
| **0.02** | **29/04/22** | **Version control included** | **Zuleikha Malik** |
|  |  |  |  |

**Document Approval**

| **Version** | **Date Approved** | **Description of Approval** | **Approver** |
| --- | --- | --- | --- |
| **0.02** | **16/03/2022** | **Senior management** | **Teresa Gallagher** |
|  | Select date |  |  |
|  |  |  |  |

**Document Location**

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**Introduction.**

This operational group is responsible for ensuring that effective processes and procedures are in place within the local authority and health provider services to ensure that initial and review health assessments of children are completed in a timely manner and are guided by the **Statutory Guidance on Promoting the Health and Well-being of Looked After Children (DCSF and DH, 2015)**

**Purpose of the group**

To ensure and review that all children placed by Luton local authority, are referred to the health provider in a timely manner.

To identify areas of delay and escalate accordingly.

**Quorum**

To ensure quoracy, there must be representation from the following:

* Senior manager from Luton local authority
* Single point of contact from Luton local authority
* Senior manager from CCS
* Team member of the IHA health service
* Team member of the RHA health service

**Specific duties and responsibilities of the group**

* To monitor the 20 day timeframe for initial health assessments.
* To monitor the submission of timely review health assessments.
* To discuss any exceptions identified, including any care leaver referrals that meet the criteria as being exceptional.
* IHA and RHA exceptions to be identified by Luton local authority and sent to health each month in readiness for meeting.
* IHA referrals to be sent to health no later than 5 working days after coming into care.
* Monthly due lists to be sent to health 3 months in advance.
* RHA referrals to be sent to health 3 months in advance (see monthly due list).
* To maintain and review actions from this meeting. Decisions will be noted and progressed by the identified agency and representative.
* Full SDQ’s to be sent to health at time of assessment. This must be the most current SDQ.
* To maintain the agreed escalation pathway.
* Monthly Completed Medicals list will be sent to Luton local authority by CCS health to inform of review health assessment dates, dental date at time of assessment, immunisation status at time of assessment, NHS number, update on did not attend (DNA), was not brought (WNB) to assessment or decline of assessment, date of health passport and date of 19+ letters. Luton local authority is responsible for updating their records with this information*.*
* To share examples of good practice between partner agencies and national teams.
* The group will report directly to the strategic senior management group led by the assistant director for Children’s social care and for health, the Operational Manager for Children’s services.

**Frequency of Meetings**

Meetings are to be held once a month, every third Wednesday from 9.15-10.15*.*

**Review and Update**

The terms and reference will be reviewed and updated as necessary or in line with national guidance, reviewed annually. Next review March 2023.

**Agreed on 16 March 2022.**