

**Accommodation Planning Panel**

Terms of Reference

December 2022

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| Version Control | | | |
| Version | Reason for Amendment | Amended by | Date |
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| 1. **Introduction** | P |

BCP Council’s Care Leaver Offer sets out our corporate commitment to the accommodation and housing of Care Experienced Young People (CEYP).

There are a range of housing and support options for our CEYP and a person-centred approach to planning will be taken with every young person to establish what support and accommodation they need, and this will be agreed and reflected in their Pathway Plan and Personal Housing Plan.

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| **2. Purpose of Panel** | P |

The purpose of the Accommodation Planning Panel is to facilitate the discussion, agreement and recording of a housing pathway plan for all CEYP from 17 years through to 21 years, to achieve the best outcome for every CEYP and maximise the use of all our commissioned provision. The panel will:

1. Confirm and authorise the necessary resources for a CEYP’s support and accommodation pathway. Options that can be considered and may include an additional support package:
   1. Private Rented Financial Assistance Scheme
   2. Social Housing
   3. Seascape dispersed homes, shared homes
   4. Housing Association move on homes
   5. Supported accommodation
   6. Move On accommodation (e.g Wallisdown Road)
   7. Supported lodgings
2. Review and agree changes to a CEYP’s Pathway Plan and Personal Housing Plan as needed and explore additional or exceptional multi-agency options for a CEYP, where circumstances have changed and the plan no longer meets their needs.
3. Agree the planned use of the training flats as part of a CEYP’s Pathway Plan.
4. Allocate and agree specific provision for CEYP where nomination agreements are in place or a direct let to Council stock is required.
5. Review progress of training flat and move on tenants and ensure effective use and planning for CEYP.
6. Decisions on provision will be made on the criteria set out in Appendix 1 and will take into account a CEYP’s affordability and circumstances to ensure the most sustainable option to meet a CEYP’s needs.

This panel will not agree emergency placements. All CEYP will have a personal housing plan and any preventative changes should be agreed to prevent crisis as set out above in point 2. Please refer to the CEYP Protocol for the process to agree placements on an emergency basis.

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| **3. Criteria** |  |

The Panel criteria is:

* Care Experienced Young people aged 17 to 21 years
* Must have taken part in a joint housing assessment
* Must have in place a proposed accommodation plan as set out in their Pathway Plan and Personal Housing Plan

All the documents set out above must have managers agreement before being submitted to the Panel.

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| **4. Membership** |  |

The membership of the Accommodation Planning Panel will include Senior representatives from Housing, Childrens Social Care and Commissioning with the authority to agree resources on the information provided. The Panel will operate in line with values of fairness, dignity, and respect, will be inclusive and collaborative, and will have collective responsibility for decisions made.

All members have the responsibility to:

* Attend each Accommodation Planning meeting, or to send an appropriate delegate.
* Review information sent out ahead of panel meetings
* Submit information ahead of meetings as follows: Current temporary accommodation placements (Housing and Children’s representative), current homeless applications (Housing representative), Current Edge of Care cases 17 years and over (Children’s representative), status on training and move on flats (Childrens representative), Pathway Plan and Personal Housing Plan information for case discussion (Housing and Children’s representative)

Standing members will be:

* Neil Sanger - Chair (Fostering and Supported Lodgings Duty Manager)
* Antonio Martins and Debbie Young - Team Managers of CEYP
* Debbie Craig - CEYP Senior Housing Practitioner
* Duty Manager - CiC Team
* Laura Argent - ART management
* Hannah Slade – Housing Response Manager
* Dan Jones – Housing Options Officer (Young People)
* Andreea Cocheoras - Business Support

Personal Advisors and Social Workers will attend to discuss their CEYP’s information and plan.

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| **5.** | **Meetings** |

There will be a standard agenda to include the case list as put forward through submissions from the Personal Advisors and Social Workers. Minutes including decisions and actions will be recorded. Any actions will be followed up at the next meeting.

Submissions will include the Pathway Plan, Joint Housing Assessment and Personal Housing Plan and set out the proposed accommodation and support for the CEYP. These must be with the allocated Business Support Officer 3 days prior to the Panel Meeting. Referrals received later than this will be heard at the next panel meeting

All panel decisions and actions around a CEYP’s support and accommodation pathway will be reflected in their respective Pathway Plan and Personal Housing Plan and both MOSAIC and Locata systems updated.

Decisions that cannot be completed on the day and require further information will be reviewed at the following meeting. Where possible to limit delays an incomplete decision can be finalised virtually by members as needed if all members agree.

The panel will meet on a weekly basis.

Each case will be presented by the responsible Childrens Services Team Manager.

The quorum for meetings will be representatives from Housing, Children’s Social Care and Commissioning.

Where agreement around a CEYP’s plan cannot be reached the matter will be escalated by the Chair to the Director of Housing and the Director of Children & Young People for a final decision to be made.

The Business Support Officer will ensure that the case list, and update information are prepared and circulated ahead of each meeting.

The meeting is recorded and accessible to attendees. Actions are recorded and followed up ahead of the next meeting.

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| **6.** | **Governance** |

This panel is an operational group of the Youth Homelessness Board and will provide performance information on a quarterly basis and be subject to review after the initial 6 months of operation.

This panel will also provide update reports to the Corporate Parenting Board and the Homelessness Reduction Board on performance and any emerging issues

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| **7.** | **Monitoring** |

The Business Support Officer will be responsible for collating some basic data out of the panel records. This will include:

* Number of CEYP and date presented at panel
* Outcome of accommodation and support agreed by type of provision including additional or alternative options
* Date accommodation and support starts
* Where a provision has been agreed for a CEYP but there is no availability

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| **8.** | **Review** |

Terms of Reference to be reviewed annually or as and when service needs dictate. The next scheduled review is December 2023.