

Permanence Panel Process Guidance for Business Support

September 2023



The Permanence Panel reviews the quality and effectiveness of permanence planning for specific cohorts of children in care.

On a five-weekly rotation, the Permanence Panel will consider:

- children aged 16 and under who continue to be accommodated under s20 after 12 weeks, unless a LGM has determined that s20 is the appropriate legal status for the child
- children who are Placed with Parents under a Care Order
- children with an identified plan of reunification
- children who are not long-term matched with their foster carers
- children who do not have a permanence plan (either permanence plan not recorded or recorded as “other”) and have not already recently been reviewed in one of the above cohorts.

Some cohorts of children are excluded from consideration at the Permanence Panel:

- children who are the subject of care proceedings: their care plans are reviewed at Legal Gateway meetings, unless the child does not have a Permanence Plan recorded
- children accommodated under s20 where a LGM has determined this is the appropriate legal status
- children aged 17: their accommodation and support needs are reviewed at Placement and Resource Panel.

Live data and agenda setting – guidance for Business Support

The Monday morning prior to each Thursday’s panel the children to be added to the agenda are identified, depending upon the cohort of children to be discussed (five-weekly rotation) and the agenda is circulated by Monday lunchtime. Service Managers check the agenda and contact Business Support if a child does not need to be discussed (see methodology per cohort, below).

To identify the correct children to be discussed, the following process is used, using live data (*Power BI data warehouse – Team Activity Reports – CIC Teams – Report: Children Currently in Care*). Export to Excel and apply filters to all headings.

Cohort 1 – s20 +12 weeks

1. Filter by **Legal Status** to identify all children who are s20;
2. Filter by **Age** and exclude children aged 17;
3. Filter by **CIC episode start date** and exclude children who have been looked after for less than 12 weeks;
4. Following circulation of the agenda, case responsible Service Managers contact the panel administrator to advise of children where a LGM has determined that s20 is the correct long term legal status, for those children to be removed from the agenda.

Cohort 2 – placement with parents

1. Filter by **Placement Code** “1 “Placed with Own Parents Or Person With Parental Responsibility”.

Cohort 3 – reunification

1. Filter by **Permanence Plan** to identify all children who have a plan recorded as “return to family”;
2. Filter by **Placement Code** to exclude children with a code of P1 (Placed with Own Parents Or Person With Parental Responsibility), U1 (Foster Placement with relative or friend – long term fostering) and U3 (Foster Placement with relative or friend – not long term or FFA).

Cohort 4 – long-term matching

1. Filter by **Legal Status** to identify all children who are subject to a Full Care Order;
2. Filter by **Placement Code** U4 “other foster carer – long term fostering”;
3. Filter by **Was Permanence Achieved** to identify all answers ‘no’ or blanks;
4. For Mosaic data quality purposes, cross reference with Fostering Service long term matching data. Any child that has been long term matched according to Fostering long term matching data is removed from the agenda and referred to the case responsible Service Manager for Mosaic records to be updated.

Cohort 5 - permanence plan not identified or recorded as “other”

1. Filter by **CiC Episode Start Date** sort by ‘Newest to Oldest’ and remove all children whose Start Date is within the last 4 weeks;
2. Filter by **Permanence Plan** to identify all children where the Permanence Plan is blank – all blanks are included on the agenda;
3. Reset **Permanence Plan** filter to identify all children with a Permanence Plan recorded as “other”;
4. Filter by **Placement Code** and sort A to Z. Exclude all children with the following Placement Codes: H5 – P1 - P2 – R3 – R5 – U1 – U3.

Recording actions and tracking

The specific actions identified for each CiC’s permanence planning are made available within three working days and will be recorded on the child’s Mosaic case notes by the panel administrator as follows: ‘Title’ *Permanence Panel Actions (date)*; ‘Type of Note’ *Management Oversight & Decision*. All actions should include who is responsible for undertaking each action with a specified date by which each action is to be achieved. Actions are also recorded in the Permanence Tracker (Permanency Tracking Panel Teams Channel) for review at subsequent Permanence Panels.

Service managers are ultimately responsible for ensuring that team managers and social workers complete the agreed actions and that this is reflected in the child’s Mosaic record (case notes and relevant work steps), and that the Permanence Tracker is updated with progress against actions previously agreed. The Permanence Tracker should be updated prior to the next Panel when the relevant cohort of CiC is being considered so that progress can be reviewed at subsequent Panel meetings.