**Terms of Reference – Placement Review Panel**

**Aim**

To ensure robust oversight, and budgetary responsibility of placement provision for young people in care and ‘Relevant’ care leavers aged 16 and 17 years requiring accommodation.

Accommodation costs will be reviewed within the Placement Review Panel if

1. They cost over £5000
2. The cost includes a bed block
3. The cost includes more than 1:1 staffing
4. If there is an additional charge related to therapeutic provision or education provision not already being funded by the partner agency.
5. The accommodation costs less that £5000 but there are noted concerns about the provider.
6. Residential school placements

**Purpose of the meeting**

To make sure voice of the young person is reflected in decision making.

To focus on young people aged 16 and 17 where placement and support costs exceed £3000/week and the value for money in respect of progress and outcomes.

To focus on Former Relevant care leavers aged 18+ where placement and support costs continue to be met by Children Social Care.

To ensure referral pathways to adult social care or preparation for adulthood are progressed in a timely way that will meet the needs of young people and support transition planning.

To focus on early intervention and transition planning into mainstream accommodation pathways.

**Expectations of social workers and team managers**

To attend when invited and provide a verbal update.

To have a clear plan on what the child’s permanency plan is.

Is the current provider working towards the permanence plan and is it meeting the child’s needs.

What are the child’s views.

To have a full understanding of the reasons for the bed block / staffing ratio / etc, with a clear focus on what risks inform the additional funding and what the exit strategy is.

To have clear oversight of what the therapeutic plan for the child is and what the impact has been and timescales.

To be clear about the funding streams (i.e. where there is a need that education and health are funding)

To have clear oversight of what the education plan for the child is, whether PEPs and/or EHCPs are up to date and outline the child’s current need. To understand the impact of school transitions.

A clear plan for children progressing through to adulthood

**Outcomes from Panel**

Placement Review Panel is not a decision-making panel. All financial decisions need to be agreed through the relevant Head of service overseeing the child’s care plan.

Placement review panel is to review the placement planning for children to ensure that financial decisions are tracked, and that costs of placements and/or additional costs are overseen.

Placement review panel will identify tasks that need to take place to ensure that plans are on track for children, that the placement is meeting need and that provisions are fit for purpose, in line with the child’s care plan.

Advice and guidance will be provided through reflective discussion.

A record of the discussion will be placed on the child’s record and information with be provided to the child’s IRO to ensure that plans are quality assured.

**Participants (required);**

Head of Service Fostering, Placement Coordination & Children’s Homes (Chair)

Placement Coordination Service Manager or Team Manager

Head of Service or Service Manager IRO Service

Learning Disabilities and Preparation for Adulthood Service Manager

Representative from Virtual school

Representation Quality & Contracts

Minute Taker

**Participants (by invitation);**

Team Manager

Allocated Social Worker

Allocated Personal Adviser

In the event the social worker or PA cannot attend the team manager must attend in their place or the service manager.

**Meeting frequency**

Bi-Weekly

**Meeting duration**

2 hours.

**Confidentiality**

All participants agree that information shared within the group remains within the group unless there is information which places young people at risk. This will then need to be shared so appropriate action can be taken.

Records of discussion and agreed outcomes to be recorded within the young person’s electronic case file within LCS

Appendix A:

**Referral process for a young person to request a care act assessment;**

1. **The eligibility criteria**

The service will work with people whose needs cannot be met by non-specialist services because; even with reasonable adjustments, their learning disability prevents this.

People who are ordinary resident in BMDC assessed as having a learning disability.

Access to the PFA and CTLD service will be based on formal diagnostic criteria as follows:

* Significant impairment of intellectual functioning
* Significant impairment of adaptive/social functioning
* Age of onset in early childhood.
* A profound physical disability\*

All three criteria must be met for a person to be considered to have a learning disability and meet criteria for the PFA/CTLD service.

**\*Those with profound physical disability will be supported during transition and transferred to the physical disabilities team upon review following EHCP ceasing.**

We take referrals from age 16 and if accepted we would allocate as a secondary worker sometime between 16-17 (depending on the complexity) to support with the adult care act assessment. We would not take over primary case responsibility until 18. The easiest way to refer into our service is to send in the referral form attached to **CTLD.FrontDoorTeam@bradford.gov.uk**.

For young people whose primary needs are around other disabilities such as autism, ADHD, FASD etc then a referral can be made to the generic adults service via our adult access point on 01274 435400 or ACS Access **ACS.Access@bradford.gov.uk**.

Young people with a primary need around mental health should already be open to CAMHS who can then refer into the adult mental health teams when the person is approaching 18 (CMHTs). If they aren’t then this can be done by the Childrens social worker or another health professional e.g. GP. That number is  01274 221 181.

Our service are always happy to advise workers on any referral to adults though so if someone is unsure they can email our duty email **CTLD.FrontDoorTeam@bradford.gov.uk**

 