



Review date	July 2021
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# Locality and Communities Panel

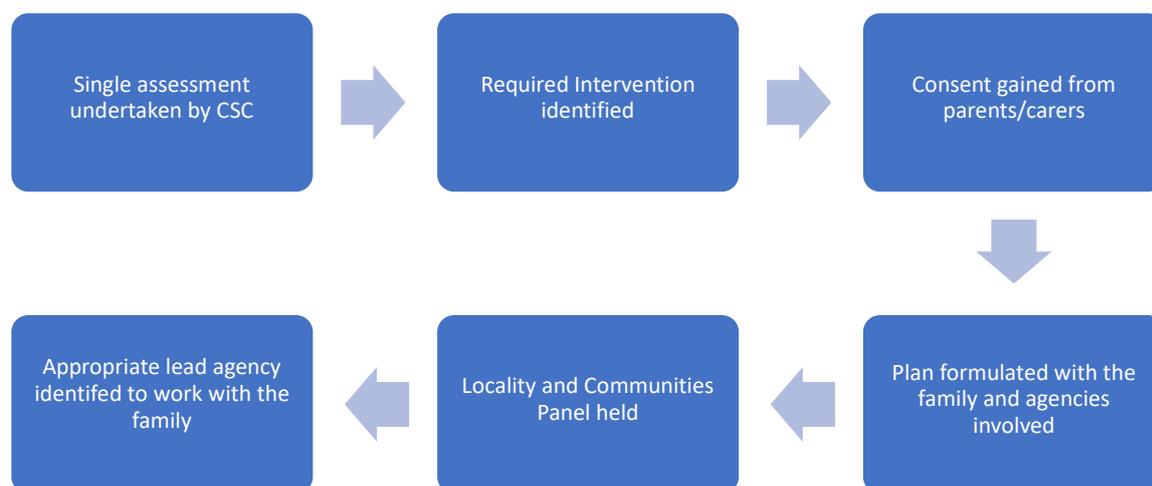
## Terms of Reference

**8 July 2020**  
**Updated 14<sup>th</sup> May 2021**

## Aim of the panel

- The Locality and Communities Panel will be a multi-agency and community forum that will meet fortnightly to support professionals who may need advice, support, consultation and solution focused to ensure we are drawing on our skills, experience and knowledge of local provision to ensure we intervene early and preventatively to support children and young people.
- We want to ensure the right intervention is delivered to families and therefore North East Lincolnshire's early help offer has been reviewed with the aim of targeted work being identified tailored to individual family's needs.
- Panel's to take place on a fortnightly basis where step up/ step down cases can be discussed. This will include both statutory, voluntary and universal services to consider what support can be offered to families and who should provide this.
- Alignment to Children's Social Care teams alongside the existing locality Teams will enable the seamless transfer between Early Help and Children's Social Care when required and to build strong locality relationships critical for wrap around services to reduce need/risk.

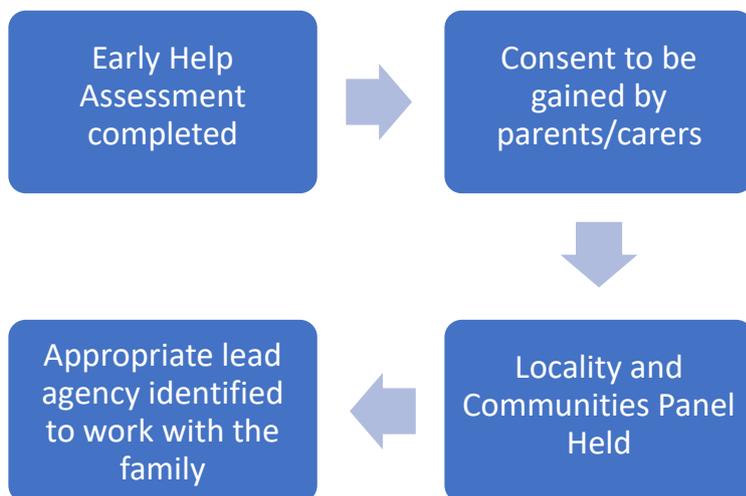
## For step down – Children's Social Care to Early Help:



- Once a single assessment is completed there should be one plan for the family that is formulated by Children's Social Care and clear recommendations about the work identified and agreed by the family.
- Once the plan is agreed and worked by the Family Hub or another agency this may develop and change depending on the families identified needs.
- The intervention identified should be time limited and an agreed outcome of the work should be set out in the plan – reviews should be built into the plan.

- Consent from the family should be gained prior to any case being presented to the Locality and Communities Panel.
- A checklist will be completed prior to any case coming to the locality hub which will be signed off by a Case Supervisor within Children’s Social Care.
- Cases to be allocated to reflect the locality by post code.
- Handover meetings are arranged between the Social Worker, the family and the Early Help worker to make introductions and clarify expectations.
- With a view to building positive relationships, no threats will be made to the family in relation to potential non engagement.
- Contingency planning should be included which identifies what to do if further concerns are raised or there is no engagement from the family.

**For step up from Early Help to Children’s Social Care:**



- An early help assessment should be completed with a clear summary of the concerns that require escalation.
- Families should be informed that a referral to CSC is being made and consent should be obtained unless it has been agreed with CSC that a safeguarding issue has been identified that requires consent to be overridden.
- A checklist will be completed prior to any case coming to the locality hub which will be signed off by a Locality Manager.
- Any cases that go straight to MASH should be considered through MASH and then allocated within Early Help, this should not go through the panel.

- A MASH representative will add a referral to Liquid Logic ( Children's Social Care recording system) L if the decision from the panel is to step up to Children's Social Care - EH will close down on EHM.
- Cases should be stepped up from to CSC within 24 hours following the panel.
- Any immediate safeguarding concerns should go straight to MASH and not wait for the panel.

### **For Cases stepped across from IFD**

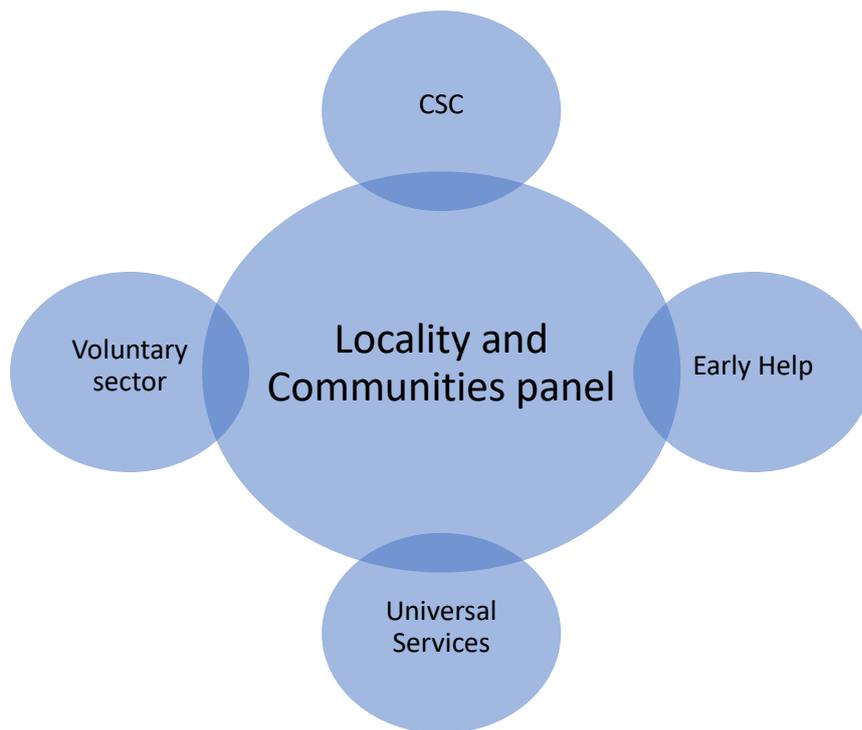
To reduce inappropriate referrals into the front door that are low level need these will be sent to locality and community panel for a discussion on which service/partner agency is most appropriate in line with right service, right time

Case to be added to Panel agenda by panel admin for discussion

If case is agreed to be supported by Locality EH in the panel then business support will open the family involvement on LL.

If case is agreed to be supported by external agency/provider then case will not be opened on LL and will be recorded within the minutes of the meeting with the responsibility on the external provider to manage the case and bring back to panel with family consent should further concerns arise.

**The Locality and Communities Panel to comprise of the following agencies:**



- Chair – Locality lead
- Health
- Catzero
- Mental health services
- Women’s Aid/Blue Door
- MASH rep
- Drug and alcohol services
- CSC manager – co -chair
- Education
- NSPCC
- Safe families
- Panel admin
- Partnership co-ordinator

### **Step Across/ Closure process**

All children that are being consider for closure or step across to Early Help must be heard at the **pre-locality screening panel held every Friday morning** for a constructive conversation. This is to ensure that families can be offered continued support when threshold is no longer met for statutory social care involvement, to prevent a re-escalation of need.

To access the panel, an email should be sent to [PanelAdmin@nelincs.gov.uk](mailto:PanelAdmin@nelincs.gov.uk) by Wednesday at 12:00 to heard that week, detailing the name and PID of the children and the current child’s plan and the request for further support/intervention that has been identified and discussed prior with the family

Once the case has been added to the agenda, the social worker/Assistant Team Manager will be sent the meeting via Teams and called into the meeting when the case is ready to be heard.

At the panel, an agreement will be reached regarding closure/step across and the Early Help Lead and the social care team manager will case record this as a management decision on Liquid Logic.

If agreed for the case to close, then the social worker can follow the LA policy regarding case closures within 1 week.

If the case is agreed to step down the Social Worker will be provided with Information advice and guidance to complete this process.

## **Outcomes for children**

Achievement of the following outcomes will be vital to the successful and effective delivery of early intervention provision in North East Lincolnshire:

- Children are resilient and their life chances are Improved
- Children and young people are effectively safeguarded
- Resources are effectively targeted to ease future demand on services
- Children young people and their families are supported so they can access opportunities
- Parents and carers encourage and support their children
- The views and experiences of children, young people and families are being used to inform and influence service delivery

## **Information sharing**

- Information relating to safeguarding concerns should be shared in line with current legislation and multi-agency procedures. Consent should be gained wherever possible, unless this would escalate any safeguarding risk or is in the wider public interest to do so.
- Where there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm practitioners must share their information with children's social care following NELSafer procedures and consistent with legislation.

## **Challenge and Escalation**

- Partners are invited to attend the fortnightly Locality and Communities panel meetings to challenge and question any decisions that are made within the panel. Other partners who attend are also able to provide this level of scrutiny to decision making and information sharing.
- Escalation regarding safeguarding matters in the first instance should be discussed between the Case Supervisor and Locality Team Manager. Should resolution not be

gained then the matter should be escalation to the CSC and Locality Hub Service Manager.

**Measuring outcomes**

- Reduction in re-referrals/re-contacts to Children's Social Care
- Reduction in the number of children who are looked after.
- Families are more resilient.
- Increase in school attendance for children.
- Agencies have a good understanding of the threshold criteria.

