

TERMS OF REFERENCE PERMANENCE PANEL

PURPOSE OF PERMANENCE PANEL

The permanency panel aims to assist in delivering permanence for looked after children including those children subject to Care Proceedings and ensures that plans for permanence are progressed and implemented as part of the permanence policy in order to prevent drift and delay.

The panel will ensure that plans are clear with identifiable outcomes, service provision and actions to meet those needs.

NB. Where adoption is being recommended the correct decision making forum is ADM not permanence panel.

AIMS AND KEY PRINCIPLES

To increase the consistency of decision making in relation to children looked after the panel will:

- Endorse Permanence Plans for permanence made for children, and should be brought to panel prior to the 4 month review for children subject to section 20 arrangements and care proceedings.
- Review Section 20 and significant change to a care plan.
- Consider long term placement requests and changes to long term placements.
- Endorse discharge of Care Orders.
- Endorse application for Special Guardianship Order

DECISION TO PRESENT A CASE TO PERMANENCE PANEL

The decision to present a case to a Permanence Panel will be made by a Service Manager with management responsibility for the case as a result of supervision or case discussion with the allocated Social Worker. This decision should be recorded within the child's case record.

DOCUMENTS TO BE PRESENTED AT PERMANENCE PANEL

- Genogram

- Up to date Chronology
- Up to date Assessment
- Up to date Plan for the child/children
- Permanence panel Pro-forma

All relevant documents should be sent to the administrative support no later than **5pm on Wednesday** of the week prior to the meeting. All documents must be submitted via email permanenceplanningmeeting@kirklees.gov.uk

FREQUENCY OF PANEL

Permanence Panel is scheduled to take place on a weekly basis. However, if the welfare of the child requires that a decision is made before the next scheduled meeting, then the relevant Service Manager will discuss the case with the Head of Service. For example, where a decision is required in regards to a placement movement due to safeguarding concerns.

The decision taken outside of the panel will be endorsed by the next panel.

The panel will meet every Tuesday afternoon and held at Civic Centre 1.

- You will receive an invite with the date, time and venue
- Any alterations to arrangements will be communicated to meeting attendees as soon as possible prior to the meeting.

PANEL MEETING

The meeting will be chaired by the Head of Service.

Panel members will include:

- Head of Service
- Service Manager
- Legal Representative
- Legal Project Officer
- Independent Reviewing Officer
- Business Support

Prior to the meeting Service Delivery Managers will be required to sign off and quality assure all documents submitted to panel.

Each staff member attending will be expected to make a verbal summary of the reasons for and content of the request and be prepared to answer any points of clarification from the chair.

Terms of Reference Permanence Panel April 2018

Service Delivery Managers and team managers to ensure that an alternative representative will be identified by the team to attend in the absence of the allocated worker.

Meeting attendance will be monitored and recorded in the minutes.

The administrative support will circulate all relevant documentation to panel members by close of business on Thursday of each week.

RECORDING OF PERMANENCE PANEL

The Business Administrator will be responsible for ensuring that a written record of the meeting is made.

The meeting proceedings will be recorded as a formal minute, including request details, brief summary of discussion and outcomes. A review timescale should also be included for each case discussed if appropriate.

The record should be checked for accuracy by the chair before being circulated to all attendees.

The panel decision for each child will be recorded on the child's record within 48 hours of the panel.

ROLE OF THE LEGAL PROJECT OFFICER

The Legal Project Officers main role within Permanence Panel is tracking of:

- Children subject to Section 20 Accommodation
- Children in care proceedings (public and private law cases)
- Children placed at home under Placement with Parent Regulations

The Case Manager will provide the Permanence Panel with regular updates in respect of tracking cases, identifying risks, drift and delay.

ROLE OF THE PANEL ADMINISTRATOR:

- Book a room
- Collate and distribute meeting documents.
- Prepare the agenda
- Take notes of each case discussion and decision.

- Distribute meeting notes and decisions following authorisation by the meeting Chair.
- Ensure that Legal Services have information about cases moving into pre-proceedings or proceedings so that they can notify CAFCASS.

REVIEW OF DECISIONS AT PERMANENCE PANEL

To ensure that decisions made at Legal Gateway Panel are progressed within the agreed timescales, the Principal Children and Families Social Worker will obtain quarterly updates from Service Managers, Social Workers and Legal Advisor as appropriate to ensure management oversight and challenge to avoid drift and delay for children and young people.