

1. Purpose

The Panel exists to:

- oversee the establishment of the Preventing Breakdown (PFB) Teams, their purpose and function and links with other services and processes, in particular the operation of District Edge of Care Panels;
- develop operational policy and guidance, including referral criteria and service information;
- receive the decisions or recommendations of the children’s social workers in relation to children referred or being worked with. These will include decisions in relation to:
 - accepting or declining referrals;
 - management of high risk situations;
 - extension of interventions beyond standard 13 weeks;
 - early termination of engagement for reasons which may include non-engagement, re-evaluation of risk and statutory duties
- ensure the operation of the service is in line with the DfE funded project with Morning Lane Associates and partners and contribute to the development of innovative practice;
- provide operational advice and support to the Consultant Social Workers (CSW’s) PFB teams;
- ensure consistency and equity across the operation of the north and south teams, strive to ensure that the service is accessed by those children and families for whom it is intended and for whom there will be the maximum benefit;
- seek opportunities for reducing bureaucracy and integrating related “panel-type” processes;
- receive performance reports;
- Together with the CSW’s, evidence and promote innovative practice for preventing family breakdown with regard to teenagers on the edge on the care and consider the implications for commissioning.

2. Panel Membership

Deputy Assistant Director (Chair)
Locality Manager
Head of Children in Care provision
Head of Starting Point
Consultant Social Workers x 2
Manager of Outreach Team
Commissioning Manager
Head of Virtual School or nominee

3. Reporting arrangements

The Panel is accountable to the CAYA Senior Management team. It reports to the Assistant Director (Early Help and Safeguarding) via an Innovations Team Meeting and the Panel Chair will refer matters for advice and guidance as and when required.

4. Operation

The Panel will meet fortnightly on a Wednesday afternoon. In order to be quorate it must include as a minimum:

- Chairperson
- a CSW or their line manager
- a District Manager or nominee
- 1 other panel member

The meeting will last for a planned 90 minutes following the Placement Matching/Outreach Referral Panel. Minutes will be taken and circulated to panel members, District Managers and other stakeholders.

The agenda will comprise consideration of case-related, wider policy/operational matters and performance reports. Standing items may include:

- i. Report from North Team CSW, including case summaries
- ii. Report from South Team CSW, including case summaries
- iii. Projected capacity for new cases
- iv. Referrals and decisions to be signed off by Panel
- v. Performance Report (Quarterly)
- vi. Issues for Assistant Director
- vii. AOB

5. Continuous Improvement and review

The Panel has been established in response to both new services and changes to organisational structure. It will keep its terms of reference under continuous review and will aim to develop comprehensive guidance that will reduce the dependency upon a panel to for decision making.

- It will be subject to formal review not later than December 2015