

Resource Panel
Terms of Reference

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1. Purpose

The Resource Panel makes decisions on cross agency issues and collaborative funding packages are agreed based upon the specific complex needs of young people. Effective clinical and professional governance arrangements will be in place within each organisation to ensure the health, educational and social care needs are met. The resource panel will address lower level needs for LAC and children who are living with their families who need an additional service. The High Needs panel will address any issues with children with high or complex needs.

The panel exists to provide a forum where:

1. Innovative focused solutions designed to reduce the likelihood of a child(ren) becoming looked after by the Local Authority, in non-urgent situations, are explored and agreed.
2. Agreement for additional resources or capacity can be requested and considered from across the multi-agency partnership to reduce the chances of the child becoming looked after.
3. Consideration will be given to LAC receiving additional help in order to support their placement and meet their identified needs.

2. Principles

- Ensuring services provided are meeting the needs of the child or young person, wherever possible within their local community and via universal services

- Ensuring that the needs of the child or young person could not be met in a more cost-effective manner
- Ensuring that the outcomes for the placement are clearly identified and monitored;
- Ensuring procured services are provided as detailed in the contract
- Having a defined and finite timescale for the required funding
- Ensuring a review date is set for the funding agreement
- Ensuring that the commissioning process is informed and modified by an ongoing evaluation of the use of resources
- Reviewing the level and trend of internal resources
- Commissioning of specific pieces of work, reviews or analysis as determined by the panel;
- Taking a planned approach to identifying appropriate resources on the basis of a thorough joint assessment
- Considering circumstances of children presented by any of the three agencies with the expectation that prior consultation, assessment and planning have taken place between colleagues from other agencies at a local level
- Ensuring the views of the child, young person and their family are fully considered and used to inform decision making
- Owning and managing quality and risk required all the multi-agency partners to take a corporate approach and each agency should be clear of its own lines of accountability
- Staffing and financial resources will be used effectively, efficiently and equitably
- The principles of the interagency working in meeting the high complex needs of children who require specialist provision are underpinned in the guidance documents below:
 - [The National Framework for Children and Young People’s Continuing Care](#)
 - [Who Pays? Determining which NHS commissioner is responsible for making payment to a provider](#)
 - [Out of Area placements for children](#)
 - [Children and Families Act 2014](#)
 - [Care Act 2014](#)
 - [Working Together 2018](#)
 - [Children Act 1989](#)

3. The Scope of the Resource Panel

- The aim of the Panel is to ensure that children who have additional needs which cannot be met within local education, health and/or social care services or family placement have care packages agreed that are commensurate with their assessed needs.
- The Panel does not replace the statutory care-planning process. Its role is to ensure that each service meets the identified and assessed needs of the child or young person as set out in their care plan within an agreed level of resources.
- To ensure that anticipated outcomes of the support are agreed with timescales. All initial agreements will be reviewed within timescales identified at panel.
- To enable challenge to recommendations, options analysis and costs of proposals to encourage and enable creative and flexible solutions to jointly meet the needs of this group of children and young people.

- To make decisions about children and young people who may require internal or external services to meet education, care and/or health needs, or a combination of these needs.
- To make decision on high cost non-placement support packages to support internal and external placements in meeting the educational, care and/or health needs of children.
- To consider agreement on joint funding for complex care packages.
- To ensure that the holistic needs of children and young people are fully considered when making decisions about appropriate services.
- To agree budget arrangements, direct payments and joint funding from CCG.
- To keep a record of expenditure on services and ensure seamless funding agreement processes short medium- and long-term need.
- To monitor and review resources for children and young people to enhance the ability of local services to meet the needs of children and young people with additional needs in order to provide alternative services or maintain a placement in the case of LAC.
- To agree lead agency responsibility for the contractual arrangements that is put into place with service providers.
- To ensure smooth transition for young people to adult services where ongoing needs have been identified
- To track the progress of children and young people who have been presented to the panel to ensure improved outcomes.
- To enable emerging 'issues/challenges' across agencies to be discussed and resolved
- Collating information to Inform Strategic planning to develop an integrated information data set for activity and finance that will be regularly updated and used to inform integrated commissioning strategies aimed at developing local services to meet the needs of this cohort of children

4. Membership and attendance at Panel

The Membership of the Resource Panel will include:

- Commissioning – regular representation from children's commissioning officer.
- CWDT Team Manager (chair)
- CWDT ATeamM – when required
- Play service – coordinator
- Grove House – Officer in Charge

5. Scheduling of Panel

Approximately to be scheduled for xxx of every month – xxx

6. Panel Format

The times will vary according to the number of new and review cases that will need to be discussed.

7. Pathway and Documentation

The child in need assessment and review information must be up to date and be provided when necessary. The costs need to be outlined specifying the breakdown of what the cost delivers.

8. Decision Making and Recording of Decisions

The Panel will be responsible for both service and financial decisions except for agreement to financial commitments beyond their delegated authority.

The business support officer will record the decisions of the panel and maintain up to date record of services provided and costs.

It will be the responsibility of each panel member to record the decision within their own data/case management systems and take any action necessary.

The Panel have a database to record the activity and decisions made within the panel – and this will be used to build an aggregate picture of collective needs.

Outcome of Panel – a copy of the decision is placed in the child's or young person's file.

10. Administration of Panel

The administration support for the Panel will be provided by Social Care Business Support services.

Duties will include drawing up the agenda, arranging venues, scheduling of cases, circulating paperwork and maintaining the database

13. Financial Monitoring

The panel will allocate and monitor the spending on placements to ensure that best value is applied to all requests and to ensure the appropriate use of resources.

14. Review

Timescales for reviews at Resource Panel are at the discretion of the panel or at least annually. The panel procedures and terms of reference will be reviewed on an annual basis.

15. Governance

All decisions will be based on a child's assessed needs and all decisions will ensure that proper consideration has been given to the arrangements for the child's health, education, development, cultural/linguistic and broader needs including the need for protection.

All decisions will clarify the expectation of the worker and timescales for any identified work to be completed.

All decisions made by the Resource Panel will be recorded for inclusion in the child's record and shared with all panel members.

The Resource panel will ensure that all options to meet the child's needs without the provision of a placement have been fully explored and acted upon, e.g. family support services, family group conferences, placement with connected persons or friends and family.

All funding agreements will have a review timeframe agreed to come back to the panel for monitoring and scrutiny.

All information regarding the service user will be maintained using each partner's regular confidentiality and secure information systems

17. Operational Procedures

- How to book a place?