Title/Status-	Terms of Reference
New document or revised	New
Date legal review	n/a
Date approved SMT	23/06/2022
Responsible Head of Service	Children in Care, Fostering, Adoption, Placements & Virtual School
Date review due	Dec 2023

SGO Review Group
Terms of Reference

Membership:
Chair – Service Manager (or delegate)
Virtual School Representative
IRO Representative
SGO Post Support Representative
SGO Assessment Team Representative
Team Managers and/or Social Workers for presenting case

Quoracy:
Chair – Service Manager (or delegate)
Virtual School Representative
IRO Representative

Requirements for the Case to be heard:
Trajectory
Verbal update to be given by SGO assessment worker and/or Child's Social Worker/Team Manager
Needs led assessment (financial decisions)

Frequency
Every 3 weeks (dates are set for the remainder of the year a copy of which can be sought from panel administrator at sgopanel@leics.gov.uk)

Meeting Type:
Remote (MS Teams)

Governance:
Monthly attendance at Performance meeting chaired by Assistant Director

Our priorities:

To ensure clear planning is in place for children and young people where a Special Guardianship Order (SGO) has been identified as their care plan.

To ensure a needs led assessment has been completed for those children who will require a higher level of support in addition to the SGO offer provided by the local authority.

To review all cases of children in care where a SGO has been determined to be in the child's best interest.

To have meaningful and robust trajectories which support care planning based upon the needs of a child.

Purpose:

To provide management oversight and scrutiny where permanence is to be secured through SGO.

To ensure a plan of permanence for SGO/CAO has been ratified at Looked After Review.

To regularly review the children that have been identified within this cohort to ensure there is no drift or delay with their care planning.

To ensure that proposals for additional financial support have both a purpose and rationale and have been assessed by completing the needs led assessment form and finance form

Our focus:

To have oversight of cases within the children in care service where a SGO has been identified as their care plan in order to prevent drift or delay

To assess whether additional financial support for Special Guardians is appropriate and proportionate in meeting a child's needs.

Target group:

Children and young people where a SGO has been identified as their final care plan.

Terms of reference:

Chaired by the Service Manager for Children in Care (or delegate).
Social worker/Team Manager will present the case to panel.
Panel will consider the update against the trajectory to ensure the care plan for the child is being driven forward and any issues identified i.e., challenges with contact, are being addressed and progressed.

The panel will track the following:
- Is there a trajectory
- Is the trajectory on or off track
- Is the trajectory SMART

- Has the SGO assessment been completed, and a court date been identified.

Panel Role:

It is not Panel's role to care plan, but it will offer:

Management oversight and scrutiny in achieving permanency through SGO.

To ensure compliance with SGO Regulations and the local authority's policies and procedures

To ensure the quality of information and the appropriate documentation is provided

To provide a consistent approach to decision-making and provision of support

To challenge/seek further clarity of information where appropriate

To seek legal advice where appropriate.

To ensure appropriate decision-making and rationale is recorded and panel minutes approved.

To ensure panel is quorate.

What success will look like?

Evidence of right decisions leading to the right orders being in place for children.

Reduction of drift and delay and decisions for children becoming subject of a SGO being completed in a timely way.

Transparent decisions and oversight.

Right packages of support are in place for children who become subject of a SGO.

Author: Sam Stone
Team Manager
SGO Assessment Team