

Title/Status-	Terms of Reference – Joint Solutions Panel
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Leicestershire Procedure for Leicestershire Joint Funding Panel (Complex Cases) Terms of Reference

Applies to- All children

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1. AIM

- 1.1 To provide access for young people and their families to appropriate support programmes through multi-agency collaboration.
- 1.2 To “Consider young person/family entitlement to support services and provision, according to identified need”.
- 1.3 To support the underpinning values and principles to:
 - maximising social inclusion opportunities
 - managing collaborative working practices
 - promote education and social inclusion and optimise health



Positivity



Trust and respect



Flexibility



Openness and transparency

- establishing partnership with parents and carers
- managing equal opportunity procedures

2. THE IMPORTANCE OF MULTI-AGENCY COLLABORATION

- 2.1 The Joint Funding Panel is composed of representatives from key services (see section 3.3 for details on membership) and meets on a monthly basis to formulate interagency arrangements to enable families to access appropriate agencies.
- 2.2 The necessity for multi-agency collaboration is identified in a range of research and guidance, and is explicit in the Children Act 2004, NICE Guidance, NHS Act 2006, Children and Families Act 2014, Working Together 2018, and Care Act 2015.

3. MANAGEMENT PROTOCOLS

- 3.1 The Joint Funding Panel offers a considered opinion as to the most appropriate action that should be taken to resolve a family's adverse circumstances in relation to accessing suitable support.
- 3.2 The Joint Funding Panel has no legal standing beyond that represented by its constituent membership. It is not a replacement for statutory procedures managed by services represented at the forum. However, it is accountable for its decisions which will be formally recorded both in a log of activity, and on the individual case files of the Child(ren) concerned.
- 3.3 Information made available to the Joint Funding Panel is not held longer than necessary. Paperwork circulated to members of the Joint Funding Panel is collected at the end of each meeting and shredded. One copy of documentation is held on file by The Chair for reference and, by the member of the panel taking a lead on the particular referral.

In considering the needs of children, the Joint Funding Panel will have regard to the legal duties which are held by the local authority and the health service in respect of the child. The financial implications of the decisions will be accurately recorded.

Only where it is clearly lawful to do so will cost be a reason to withhold access to a service. The apportionment of costs between health services and Local Authority services may be an issue for particular cases and will then be decided by the Joint Funding Panel. Apportionment between particular services within the local authority will not be a function of the Joint Funding Panel.

- 3.4 The responsibilities of service representatives on the Joint Funding Panel are:
- To read all of the papers presented in advance and ensure that they are aware of their services past, current and future involvement with a referred family



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- To ensure that contextual information i.e. related to court proceedings, complaints, staff related issues etc. are clearly communicated to the Joint Funding Panel
- When appropriate contribute to the multi-disciplinary formulation of an appropriate service provision
- To follow up action agreed by the panel and provide feedback as scheduled

3.5 The Joint Funding Panel is chaired by Assistant Director of Social Care- Sharon Cooke and is made up of the following individuals:

- Gareth Dakin- Head of Service, Field Social Work, LCC
- Nicci Collins- Head of Service, Fostering & Adoption, Children in Care & Virtual School, LCC
- Liz Perfect- Head of Service, Commissioning & Placements, LCC
- Tom Common- Head of Service, SEND, LCC
- Paula Vyze- Clinical Commissioning Offer, CCG
- Noelle Rolston- East Leicestershire & Rutland CCG
- Samantha Little- Leicester City CCG
- Melanie Thwaites- Leicester City CCG
- Zoe Musgrove- Head of Service, East, Adults & Communities, LCC
- If any Panel representatives are unable to attend a scheduled panel meeting, they must send an appropriate representative on their behalf.
- Decisions and recommendations are not to be made if they impact upon one of the agencies who may not be present. The recommendations made to an absence agency will require a response within 3 working days.
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3.6 All referrals to the Joint Funding Panel are presented as a result of “need” being identified beyond the capacity of a localised response by the lead professional and verified by the Team around the child. The referral will include:

- Name and position of the referrer(s) and date of completion
- Details of the family, copy of Early Help assessment and relevant information, copy of CSC CAF, or copy of assessment by SEN
- Summary of circumstances which warrant the referral
- Assessment of options for meeting identified need
- Costs of options

3.7 Referrals to the Joint Funding Panel must be supported by attached evidence

3.7 Completed referral forms and supporting documentation should be sent seven working days in advance of the next meeting to: Joint.solutions@leics.gov.uk



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- 3.9 The agenda and copies of referrals with their accompanying supportive documentation is circulated to members of the Joint Funding Panel five working days prior to the meeting to allow liaison with colleagues, collation of information and preparation for discussion.
- 3.10 Legal professional referring the case must be present at their referral at a meeting of the Joint Funding Panel.
- 3.11 The discussion of a referral by the Joint Funding Panel should result in:
- Agreement to accept the recommended course of action
 - Identification of a preferred course of action if there are options
 - The nomination of a key worker or lead service to pursue action
 - Identification of location(s) for the costs associated with the chosen course of action
 - Agreement of a review date when the key worker or lead service is to feedback on progress made to date
- 3.12 No referral accepted by the Joint Funding Panel will be closed until the family has accessed a suitable programme or they are no longer in need of a response by the forum.
- 3.13 The considered opinion of the Joint Funding Panel will be communicated in writing to the referrer(s) within three working days.
- 3.14 Members of the Joint Funding Panel will receive minutes of the meetings within three working days.
- 3.15 The Joint Funding Panel will establish procedures for monitoring the views of referred young people and/or their parents/carers

4. SUMMARY OF JOINT FUNDING PANEL PROCESS

- Joint Funding Panel Request/Review Form to be completed and accompanied by as much evidence as possible to support the request.
- It needs to be made clear on the referral form exactly who the referred is and this person will need to take a clear responsibility and know the full background details of the child/young person. The referrer will be invited to attend the meeting.
- Referrals and related documentation should be received by the meeting administrator before the deadline for each meeting (dates to be confirmed).
- After a pre-meeting with the Chair, the meeting administrator will circulate the agenda and all papers to the Joint Funding Panel members in time for the full meeting.

- Following the Joint Funding Panel meeting, the decision is recorded on Part E – CRAG Funding Agreement of the Request/Review Form and a formal response will be made by email to the referrers and their Service Manager and/or budget holder on the decision made.
- A log (or tracker) will be updated after each meeting of all referrals made to the Joint Funding Panel and the decisions made at the meeting and budgets to be used.

ALL REFERRALS MUST BE APPROVED BY A SERVICE MANAGER OR JOINT FUNDING PANEL MEMBER PRIOR TO BEING SUBMITTED FOR PANEL.

To be Reviewed: October 2021

