**Aims and Objective of the panel**

The objective of the Transitions Panel is to ensure all young people aged 17 plus who have an appearance of need for ongoing care and support under the Care Act 2014, are considered for transition from Children Young People & Education (CYPE) to Adult Social Care and Health (ASCH) and are prioritised for a joint assessment. The aim is to facilitate joint working and enable sufficient time for planning and a smooth transition to ASCH.

For children open to the Children in Care Service, referrals will be made at 17 years. For young people open to other CYPE teams, referrals will normally be at 17 ½ years. If it is thought an assessment is required for someone 18+ a Team-to-Team referral should be made to the relevant Adult Community Team.

Panel is for discussion and a decision will be made regarding carrying out an assessment. It is not a forum to bring back cases following assessment and decision.

**Panel Membership**

Core Panel Members Representatives:

* Strengthening Independence Service - for disabled children and young people
* Children in Care (CIC)
* 18+ Care leavers
* Adult Community Teams
* Kent and Medway Partnership Trust (KMPT) Clinical Transitional Lead
* Commissioning Adults and Young People
* Shared Lives

It is the responsibility of the services to provide a core panel member each month.

**Panel Chair**

Chairing responsibilities will be shared across Children in Care, Strengthening Independence Service and Adult Social Care. A rota for the Chairs will be created and maintained by Business Support.

**Business Support**

Business Support will be provided by Children in Care, Strengthening Independence Service, Children and Adult Social Care on a rota.

**Frequency of Panels**

Panels are convened monthly

North/West Panel will be held on the first Thursday of every month at 9:30am - 11:30am virtually.

South/East Panels will be held on the last Friday of every month at 9:30am - 11:30am virtually.

**Referrals may come from:**

* Children in Care (CIC)
* Strengthening Independence Service - For disabled children and young people
* Children Social Work Teams (CSWT)
* Adolescent Services Teams (AST)

**Process** – *see Roles & Responsibilities* *table below for additional information*

* All young people who have an appearance of need for ongoing care and support under the Care Act 2014 will be presented at the Transition Panel for discussion and decision of whether an assessment of their needs under the Care Act is required
* A referral for the panel is made by completing the Transition Panel Form on Liberi
* The allocated worker for the young person will present the referral at panel in a 15 minute slot. An invite will be provided by panel business support.
* At panel if it is agreed a Transitions Care Needs Assessment (S.58 Care Act 2014) is required, lead professionals will be identified. Action will also occur to ensure a joint visit occurs in a mutually agreed time frame, ideally within six weeks and there is team to team discussion and planning for joint assessments. Expectations of frequency of visits, work outputs and paperwork expected will be agreed and documented to ensure a shared understanding of the roles of staff involved.
* The allocated worker for any young person under 18 will remain involved and retain case responsibility, working jointly with Adult Social Care or the Strengthening Independence Service and end their involvement when the young person turns 18.
* The financial aspects of any care of the young person will remain the responsibility of CYPE until the young person is 18 and the Community Team or Strengthening Independence Service will take over financial responsibility from age 18 if the transfer is agreed.
* The Liberi Transition Panel form will be updated with the panel decision and be held in Forms on Liberi. Adult Social Care will be sent a PDF copy.

**Management Oversight and Escalation**

Panel will always make a decision; panel members agree to abide by the collective decision-making. If there is disagreement, the usual escalation routes to Service Managers and Assistant Directors will be followed to agree a way forward, rather than coming back to the panel.

If there is a concern about the conduct of the panel, this can be raised with the Chair in the first instance and with the attendee’s line manager.

If there is a delay in the assessment being completed, discussions should occur between the respective team managers and, if necessary, the matter escalated to Service Managers or the Assistant Director to come to a resolution and agree next steps. A case note should be put on the relevant management information system.

 **Roles & Responsibilities**

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| --- | --- |
| **Role** | **Responsibility** |
| **Chair** | * Provide meeting direction and prevent drift
* Ensure there is a clear decision made and a rationale recorded if there is any difference of opinion.
* Confirm outcomes to be recorded with the Business Support at the end of the meeting.
* To escalate any issues or risks (including safeguarding and financial) to the appropriate Assistant Director
 |
| **Core Panel Member** | * Provide professional opinion around allocation of assessment.
* Recommend any alternative provision, actions or guidance that will benefit the young person
* Feedback to directorate governance structures and area teams.
 |
| **Business Support** | * Book panel meetings
* Organise the Chair and business support rota
* Oversee the panel Work tray on Liberi
* Discuss with the Chair priority/moving referrals for the agenda, if required
* Circulate the referrals and agenda 1 week before panel to core panel members
* Book practitioner slots via outlook / MST
* Minute panel decisions and outcome on the Transition Panel referral form on Liberi and finalise. Where Adult Social Care are going to be involved, send a PDF copy to the relevant team.
* Update and maintain central spreadsheet held on MST
 |
| **Allocated practitioner for the young person (CYPE)** | * Ensure Panel request is appropriate via discussions with Manager/Supervisor.
* Transition Panel referral (Liberi form) to be completed and sent two weeks minimum before panel to the Team Manager
* Add case note of date brought to panel and outcome
* Arrange a joint assessment once allocation has been agreed by panel
 |
| **Team Manager (CYPE)** | * Review and quality assure the Transition Panel referral. Approve and send to relevant Transition Panel group tray **one week before panel.**
 |
| **Adult Community Team Managers****(ASCH) / Team Managers Strengthening Independence Service** | * Upon receipt of the Transitions Panel outcome form, Team to open referral on Mosaic
* Panel outcome to be saved on Mosaic
* Referral to be allocated to a practitioner
* Practitioner to ensure liaison with CYPE allocated worker to arrange joint visit no later than 6 weeks from panel decision
* Ensure that assessments are allocated and are completed within set timescales
 |

 **Governance:**



**The Terms of Reference will be reviewed by the Core Panel members in the first instance at 6 months. This will include reviewing the usage of Business Support. If any changes are recommended, they will liaise with their Service Managers to agree the way forward.**

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| **Approval by** | **Date**  | **Date reviewed**  |
| Leemya McKeown Assistant Director -Safeguarding, Professional Standards & Quality Assurance |  06.02.2024 |  |
| Sharon Howard Assistant Director, Strengthening Independence Service - For Disabled Children and Young People 0-25 | 12.01.2024 |  |
| Susan Ashmore Assistant Director Adult Social Care & Health (East) Ashford, Canterbury & Coastal | 1.2.2024 a signature of an individual  |  |
| Sarah Denson Strategic Safeguarding, Policy, Practice and Quality Assurance Manager, Adult Social Care and Health | 31.1.24 |  |