

Multi-Agency Panel (MAP) Terms of Reference

1. Introduction

The Multi-Agency Panel (MAP) represents an amalgamation of the Inter-Agency Panel and Complex Care Panel decision making processes. MAP will receive requests from Children's Safeguarding and Specialist Services, Education and Early Intervention and Health services.

Implicit to all processes which these Terms of Reference are designed to support, is a multi-agency approach to developing special provision locally.

This panel includes a number of colleagues with commissioning responsibilities. The data set provided by panel is designed and being further developed to support understanding of commissioning needs and outcomes.

2. Purpose

- 2.1 To ensure that joint service packages¹ for children and young people with complex and additional needs are based on appropriate assessment(s) of need and should come to the panel with a placement solution supported with needs assessments and details of what is required in terms of universal, targeted and professional specialist services.
- 2.2 To ensure that the packages which are agreed best meet the needs of children and families.
- 2.3 To ensure that agreed packages represent best value for money.
- 2.4 To ensure that joint packages can be agreed at one meeting.
- 2.5 To ensure that decision-making takes into account the budgetary position of all organisations.
- 2.6 To enable frequent and accurate budgetary monitoring by CS and Health.
- 2.7 To ensure children and young people needs are met within County wherever possible.

3. Scope

- 3.1 The Multi-Agency Panel is designed to make funding decisions on joint packages of services for children. The panel will not consider service responses which are single agency, nor for equipment or adaptations.
- 3.2 Review arrangements will be agreed by panel as part of the decision making process, this will include a focus on the outcomes that were identified when the package was agreed.
- 3.3 Each agency will have discretion to defer decisions on packages of more than £10,000 per year (for one agency) and/or otherwise contentious, for decision by the Operations Director, CS; the Assistant Director Health and Deputy Director, Services for Children and Young People. Such consideration will take a maximum of 10 working days.

¹ Includes placements and other packages of support

- 3.4 Emergency decisions by Heads of Service can be taken outside of this panel process to meet immediate needs, and will be brought to the next meeting for longer-term multi-agency decision making.

4. Membership

<u>Service</u>	<u>Decision Makers</u>	<u>Advisers</u>
Children's Services	Head of Disabled Children and Brokerage Team (social care budget holder) LDD Learning Provision and Pathways Manager County Lead for SEN or Representative Head of Achievement for Children Looked After	Team Manager of presenting case-worker
<u>Health</u>	Commissioning Managers for SEND – Both CCG's Represented CAMHS Commissioning Manager	Chair of Continuing Care Panel
<u>Health & Community Services</u>		Service Manager Transition Team

4.1 Casework: First line manager will sign off proposed package, and attend with the case worker for the duration of each case presented

4.2 Administration: Through the Children's Services, Brokerage Team Panel Administrator.

4.3 Chair: Head of Disabled Children and Brokerage and / or Delegated Rep

4.4 The panel will be quorate when all relevant budget managers are present. Responsibility for funding decisions may be delegated by budget managers.

5. Time and venue

The panels will be held twice monthly on the 2nd and 4th Mondays, in Farnham House, Stevenage. A whole day will be made available.

6. Panel Decision Making Process

6.1 A decision is made when all budget managers or those with delegated responsibility, relevant to the case are present.

- 6.2 As part of the preparation for presenting a case to the panel, **a pre-panel case meeting between relevant partners involved (the multi-disciplinary team) must take place to discuss the child / young person's need and to complete the Panel submission form.** These discussions will be informed by the relevant assessments. All parties must sign the submission form.
- 6.3 The decision to present a case to panel will be taken by the first line managers in the relevant agencies following discussion with key partners. This decision will signify that:
- 6.3.1 A satisfactory joint assessment has been completed which incorporates the work of all agencies in the case; this will include assessment of need for the transition pathway plan for young people over 15 years old
- 6.3.2 The first line managers are in agreement with the recommendations of the assessment; and families will be made aware of the next steps and where necessary parents' permission is sought
- 6.3.3 The case falls within the scope of this panel.
- 6.4 This panel will work within the objectives of DSPL (Developing Special Provision Locally).

7. Administration

- 7.1 Administration of the panel will be the responsibility of the Panel Administration and Support Officer within the Brokerage Team.
- 7.2 Submissions must be received by the panel administrator a minimum of 6 working days, before the panel, incomplete submissions will be returned.**
- 7.3 A copy of each completed panel submission form will be sent electronically to panel members 3 working days prior to the panel date i.e. by 5pm on the Tuesday prior to the Panel.
- 7.4 The agenda will be organised so that members can attend for cases they are involved in consecutively and then leave. This includes attendance of Transitions Team and HPFT Community Mental Health Team which will be limited to relevant young people's cases.
- 7.5 Minutes of the meeting, together with decisions, will be recorded and distributed to all panel members and presenting professionals; a letter may be sent to parents / carers informing them of the outcome.
- 7.6 The Brokerage Team will prepare and maintain a spreadsheet summarising the cost implications of the decisions made.
- 7.7 Managers will be responsible for ensuring that decisions are recorded within their agency guidelines.
- 7.8 Any cases where a review needs to come back to the panel will be administered in the same way using a template for submission of reviews.

8. Presentations

- 8.1 Presentations will be made using the Panel Submission Form which should include the current needs, work being done, support/services in place, recommendations including outcomes to be achieved. This should summarise the relevant assessments and/or reports.
- 8.2 Presenting Caseworkers should bring copies of more detailed assessments / reports etc so these can be available if required, however these will not be circulated to panel members with the Submission Form. Examples include:
 - 8.2.1 Statement of SEN
 - 8.2.2 Latest School Review
 - 8.2.3 Health Care Plan
 - 8.2.4 Continuing Care Initial Review
 - 8.2.5 Medical letter GP / Paediatrician
 - 8.2.6 CAMHS Report
 - 8.2.7 Core Assessment
 - 8.2.8 Carer Assessment
 - 8.2.9 Nursing Assessment
- 8.3 This panel will work towards electronic solutions.

Appendix 1: Other Panels

The Continuing Care Panel makes decisions about health service packages for disabled children who fall within the local NHS Continuing Care criteria.

Single agency social care resources are decided at HARP / RAQC.

The SEN Provision Panel makes decisions on requests for education only requests; SEN Exceptional Needs funding is agreed through District Support Groups; YPLA funding for access to post 16 FE colleges and independent specialist colleges is decided at the LDD Placement Panel.

There are other panels for Specialist Equipment and Housing Adaptations.