

Response to Request for Information

Reference FOI 001794
Date 19 December 2017

Funding of Independent Sector Placements (ISP)

Request:

This information request relates to the funding of Independent Sector Placements (ISP) that include educational provision for children and young people who have an education, health and care (EHC) plan or a statement of special educational needs (SEN). Please include information for both day and residential placements.

1. Do you have pooled budget arrangements in place for ISP?

For:

Education, health and social care	No/ Yes (0 to 18) / Yes (0 to 25)
Education and social care	No/ Yes (0 to 18) / Yes (0 to 25)
Education and health	No/ Yes (0 to 18) / Yes (0 to 25)
Social care and health	No/ Yes (0 to 18) / Yes (0 to 25)

2. Do you have an established policy for joint funding ISP from separate budgets?

For:

Education, health and social care	No/ Yes (0 to 18) / Yes (0 to 25)
Education and social care	No/ Yes (0 to 18) / Yes (0 to 25)
Education and health	No/ Yes (0 to 18) / Yes (0 to 25)
Social care and health	No/ Yes (0 to 18) / Yes (0 to 25)

Is the funding of an ISP agreed on an individual basis reflecting the details of a CYP's needs and the provision to be made? **YES** (usual approach)/
SOMETIMES / NO

3. Please provide copies of all ISP joint funding policies/protocols or links to them if the information is available via a website.
Please see attachments.

Terms of Reference for the Education, Health and Care Funding Panel

Updated:	30 January 2017
Review Date:	February 2018

1. Background

The Children and Families Act and associated regulations (England) was published in March 2014. Chapter 3 relates to children and young people with special educational needs (SEN) and disabled 0 -25 years.

The SEND Code of Practice 2014 provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act.

The following organisations must have regard to this guidance:

- local authorities (education, social care and relevant housing and employment and other services)
- the governing bodies of schools, including non-maintained special schools
- the governing bodies of further education colleges and sixth form colleges
- the proprietors of academies (including free schools, University Technical Colleges and Studio Schools)
- the management committees of pupil referral units
- independent schools and independent specialist providers approved under section 41 of the Children and Families Act 2014
- all early years providers in the maintained, private, voluntary and independent sectors that are funded by the local authority
- the National Health Service Commissioning Board
- clinical commissioning groups (CCGs)
- NHS Trusts
- NHS Foundation Trusts
- Local Health Boards
- Youth Offending Teams and relevant youth custodial establishments
- The First-tier Tribunal (Special Educational Needs and Disability).

When carrying out their statutory duties under the Children and Families Act 2014, local authorities must do so with a view to making sure that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014). Local authorities must work with one another to assess local needs. Local authorities and health bodies must have arrangements in place to plan and commission education, health and social care services jointly for children and young people with SEN or disabilities (Section 26). Chapter 3 gives guidance on those duties.

Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Act). The term 'partners' refers to the local authority and its partner commissioning bodies across education, health and social care provision for children and young people with SEN or disabilities, including clinicians' commissioning arrangements and NHS England for specialist health provision.

Local authorities, NHS England and their partner CCGs must make arrangements for agreeing the education, health and social care provision reasonably required by local children and young people with SEN or disabilities. Including arrangements those children with continuing care needs. In doing so they should take

into account provision being commissioned by other agencies, such as schools, further education colleges and other education settings. Partners should commission provision for children and young people who need to access services swiftly.

Joint commissioning must also include arrangements for:

- Securing EHC needs assessments
- Securing the education, health and care provision specified in EHC plans, and
- Agreeing personal budgets,
- Provision for children and young people's continuing care arrangements (including information on how these are aligned with the local process for developing EHC plans, which is described in Chapter 3), and
- Support for young people when moving between healthcare services for children to healthcare services for adults.

CCG's have a legal responsibility for securing to a reasonable extent the health care which an individual needs in order to meet their complex health needs and which cannot be met by universal or by specialist health services. This process is laid out in the Department of Health national framework for children and young people continuing care 2016.

Continuing care is provided for children or young people who have needs arising from disability, accident or illness that cannot be met by existing universal or specialist services alone. Continuing care does not cover children or young people with care needs that may be met appropriately through existing universal or specialist health services

The continuing care process is a multistage process which CCGs, local authorities and their partners undertake in order to deliver a continuing care pathway for children and young people with continuing care needs.

2. The Purpose of the Education, Health and Care Funding Panel

The Education, Health and Care Funding Panel fulfills the statutory duties in Section 1 of the SEND Code of Practice 2014, and provides a forum for joint working including decision making and funding arrangements in respect children and young people (0-25 years) with high needs and assessed continuing care needs.

The Education, Health and Care Funding Panel will agree financial 'sign off' for children and young people with:

- Additional health needs,
- Additional health and social care needs,
- Additional health and education
- Additional education, health and care needs and
- Complex and continuing health care needs.

The function of the panel is also to ensure oversight and quality standards of individual EHC plans utilising the Quality Audit Tool. Information provided to the EHC Panel will also be utilised in support of determining future commission intentions in relation to service provision for these children and young people.

The EHC Funding Panel will agree financial sign off for children and young people who are not in receipt of universal services.

The Education, Health and Care Moderation Panel will moderate plans on a half termly basis.

3. Membership

The Panel meeting will be co- chaired by the SEN Manger, and Children's Continuing Care Manager. The continuing care component will be provided by the CCG.

Quorum: A minimum of one person from each of the agencies (Education, Health and Social Care) must be in attendance. They must have budgetary responsibility in order to sign off respective components of the plan.

Membership consists of:

Service	Name
SEN Manger	Sandy Lisle (Chair)
Katrina McCormick	SEND Programme Officer Wolverhampton Clinical Commissioning Group
Emma Boyce	CCG – Clinical Co-ordinator
Special Needs Early Years' Service	Jill Wellings
Victoria Bowles	Service Manager, Disabled Children and Young People's Team
Cathy Higgins	Designated Medical Officer/Divisional Clinical Director
Bill Hague	Strategic Lead, Education and Enterprise

4. EHC Funding Panel Process

The Panel meeting occurs every three weeks. The SEN Manager will take responsibility for ensuring that all parties receive an annual schedule of meeting dates. Members must be present at all meetings or delegate attendance to an appropriate representative who is authorised to make decisions on their behalf.

In the interest and welfare of the child/ young person, and adhering to statutory time scales, decisions in respect of Education, Health and Care Plans and Continuing Care Plans will not be delayed, should any agency fail to attend meetings.

Where a case is to be discussed at Panel the SEN Manager will ensure electronic distribution of case information to all panel members, on the Monday a week prior to each panel, using secure e-mail, it is expected that all Panel members take responsibility for reviewing case information prior to the meeting. No papers copies should be printed or distributed, and e-mails must be destroyed following the meeting.

Where a Continuing Care case is to be discussed at the Panel, the Children's Clinical Coordinator will take responsibility for ensuring that the appropriate documentation is distributed securely to panel member (on Monday, week prior to the Panel) to SEN Caseworkers who will distribute information for inclusion on the EHC Funding Panel agenda.

It is the responsibility of individual panel members to read and review all case information in advance of panel meetings, to ensure the efficiency and effectiveness so panel business.

The EHC Funding Panel meeting will be a 2 hours process, presiding over up to a maximum of 12 cases (including continuing care)

Extraordinary cases (Childrens Continuing Care and urgent Specialist Funding Requests) will be considered outside of the Panel on a case by case basis by the relevant commissioner and the outcome of these decisions will be brought to the next Panel for ratification.

Approval of funding will only be considered by the Panel if the referred case has been subject to discussion and recommendation by the relevant multi-disciplinary planning processes i.e. Early Help/TAC, Child in Need (CIN), Child Protection Plan, Looked After Child (LAC) statutory review,

In circumstances where the decision making by the panel may differ from the recommended requests by parents and young people this will be communicated through formal consultation, as per the Children and Families Act and attendant regulations.

Decisions in respect of Continuing Care will be communicated to the child/young person, family/carers and GP via the children continuing care clinical care co-ordinator. Any other decisions will be communicated by the CCG.

Decisions around personal budgets will be communicated jointly by letter to the young person or parents carers by the EHC Funding Panel.

All of the above will be completed in the statutory/ recommended timescales.

5. Information Sharing/Governance Arrangements

Information shared and exchanged in respect of individual cases dealt with under EHC Funding Panel businesses is covered under respective agencies codes of confidentiality and local information sharing agreement.

Case information for EHC Funding Panel will only be exchanged using electronic secure e-mails systems.

The EHC Funding Panel has a reporting duty to the SEND Strategy Group, and the SEND Strategy Group report to the Health and Well Being Board. Reporting arrangements are also in place by monthly update reports to the SEND Partnership Board.

Education, Health and Care Funding Panel activity is reported quarterly to the Childrens Trust Board via performance monitoring activity data and to the CCG Quality and Safety Committee.

Financial Governance sits with Integrated Commissioning Partnership Board.

6. Financial Arrangements

The legal framework outlined in Section 3.7 of the SEND Code of Practice 2014 that LA and CCG's must have joint commissioning arrangements for education, health and care provision for children and young people with SEND (Section 26 Children and Families Act 2014). Locally this has been agreed by the Integrated Commissioning Board

The Education, Health and Care Funding Panel enables tri-part funding to be agreed and available for EHC Plans and continuing care packages, as determined by individual assessed needs and agreement of the Panel.

Joint commissioning arrangements will enable partners to make best use of all the resources available in Wolverhampton to improve outcomes for children and young people in the most efficient, effective, equitable and sustainable way (*Good commissioning: principles and practice, Commissioning Support Programme, (Rev) September 2010*), as set out in the Department of Health Who Pays: determining the responsible commissioner and Social Care Act 2014.

7. Disputes between Partner Agencies.

Any dispute in relation to financial responsibilities arising out of recommendation presented to Panel will be the subject of process described in the Dispute Resolution Guidance.

Children & Young People

How to make a referral for External Placement Panel (including Placements in Merridale Street West)

Purpose:

The Purpose of this Guidance is to outline the process for placing children and young people in specialist placements to meet their needs.

Professional Guidance

Approved by – MSMG 21st January 2016

Published – 28th January 2016

Review Date – July 2016

REVIEW LOG			
Date	Version	Comments	Approved by
	1.0	Previously part of a single EPP Policy.	
January 2016	1.1	EPP Policy split into 4 separate documents: <ul style="list-style-type: none"> - EPP Terms of Reference - MSMG Terms of Reference - Professionals Making a referral Guidance - Governance document 	MSMG (21 st January 2016)
<p>This system of recording review dates is designed to ensure staff at all times use the correct version of the up to date Policy. This system is used on all Wolverhampton City Council – Children & Young People Policies and Procedures.</p>			

CONSULTATION
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> - Head of Service (Looked After Children) - Interim Children’s Commissioner - All members of MSMG

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1.0 **INTRODUCTION**

This guidance has been produced to ensure that the right children and young people where assessed and judged necessary by the professionals directly involved receive the right placements to meet their needs. This is where they require specialist time limited residential or fostering support and provision that is not available in Wolverhampton or within CAMHS Tier 4 provision. These are children/young people who may present with the most complex of health (including physical and/or psychological i.e. mental health needs), educational and social care needs and where local service provision to meet these needs has been exhausted.

2.0 **WHAT IS THE EXTERNAL PLACEMENTS PANEL (EPP)?**

The External Placements Panel (EPP) manages a shared funding arrangement which is designed to be utilised where the Local Authority and Wolverhampton Clinical Commissioning Group have shared responsibilities and duties for a children/young people where the nature and level of care requires a shared and co-ordinated approach.

The arrangement relates to placements where the needs of the child/young person require one of the following combinations of services/care:

- Health and education services
- Health and social care services
- Health, education and social care services

3.0 **MULTI AGENCY MEETING**

Prior to any referral being made to the EPP, a Multi Agency meeting **must** take place which should comprise the following membership (dependent on needs & circumstances of the child/young person):

- The lead caseworker/social work unit manager from social care
- A representative from CAMHS/approved Clinician (either LAC/Inspire/mainstream dependent on child's needs)
- The LAC designated nurse (only where the cyp is LAC)
- School/education setting (usually the psychology service as well as SEN team where a child/young person has an EHC plan or is subject to statutory assessment)
- A representative from YOT if involved
- CCG children's continuing care nurse (where appropriate)
- Parents/Carer's
- Representatives from any other key service involved with the child/young person

For a Multi Agency Meeting to be quorate a representative from each of the lead agencies (education/social care & health) along with any relevant specialist areas must be present.

Consideration should also be given to how to meaningfully and supportively involve the child/young person in the discussion and record their wishes and feelings.

See Appendix A for a template meeting agenda.

The meeting will be convened by the lead professional (usually the social worker) and will be chaired by an approved by the lead professional's manager (Senior Social Worker in the case of Social Care) from one of the three lead agencies.

The meeting must be minuted to ensure notes are available to EPP.

The meeting must consider all of the child's potential needs and take account of the most up-to-date assessments from the social worker, CAMHS and any other specialist services that have been involved in the recent care and support of the child/young person.

The worker convening the meeting must consult with their manager beforehand, ensure that their senior managers are available to chair the meeting, arrange a time convenient for everyone, ensure that the meeting is minuted. The person chairing the meeting must ensure that all issues are systematically considered and that clear conclusions and recommendations are made which reflect the assessed needs of the child/young person shared at the meeting

In order to achieve this the Multi Agency Meeting must discuss Health, Social Care and Education Assessments relating to the latest assessed need including any specialist assessments.

The Multi Agency meeting must consider what local provision could meet the child's needs and be clear that all appropriate existing provision is unable to meet need or is unavailable. The meeting should also agree what local arrangements could meet the child's needs if they could be made available/facilitated through additional resources. These should be realistic and the costs estimated and compared with the likely alternative cost of an external placement. The meeting should be creative and innovative in exploring options.

The Multi Agency meeting must discuss and confirm if a therapeutic approach is required to address the child's needs and share information and evidence that this form of intervention is not available locally and reasons for this. Where recommendation is for therapeutic interventions out of area, the need must be clearly evidenced and supported by local specialist assessment (e.g CAMHS) and outcome targets must be set for this intervention.

The psychologist/psychiatrist CAMHS clinician present at the Multi-Agency meeting must outline the form of therapeutic intervention required to address the child's needs and confirm outcome targets.

The form and nature of the therapeutic intervention must be clearly outlined (for example, "psychotherapy to address severe attachment disorder", or "play therapy to address gross early life parental neglect") based on a clearly written formulation completed by the Psychologist/Psychiatrist /CAMHS professional. The projected number of sessions and their duration should be detailed.

The meeting itself should follow a set agenda that allows for systematic discussion of all areas of potential need. If one does not already exist, the meeting will also agree a Lead Professional.

4.0 REFERRAL PROCEDURE – SEEKING A DECISION ON EXTERNAL PLACEMENTS **PANEL FUNDING**

4.1 Assessment/Placement Search

Prior to seeking a decision from EPP the following must take place:

1. Social Worker convenes a Multi-Agency Meeting gathering all relevant assessments and specialist assessments to consider and make recommendations to EPP (see Section 3.0).
2. Social worker liaises with WCC Placement Team for a search to commence for relevant placements
3. Placement Team provides a number of Placement options to the Social Worker based on the needs identified. Social Worker liaises with team around the child to appropriately match the options with the child's assessed needs. This is to ensure the placement matches all identified needs.
4. The Social Worker will consult commissioning staff as above and seek further commissioning or specialist CAHMS support as required escalating any concerns such as delays and access to appropriate services and care pathways as required.
5. Provide a copy of the minutes of the Multi-Agency Meeting & EPP Referral Pack containing all recommendations and assessments as described below to the Secretary of the Head of Service (LAC)/chair of EPP.

EPP Referral Placement Pack:

Social worker provides a detailed documentation pack from health, education and social care that articulates clearly all of the child's current needs, rationale for placement and placement plan. This should include details of all local alternative sources and a clear articulation of health needs as defined by CAMHS clinician/key worker/Paediatrician where physical health needs apply. The placement plan will contain all details regarding the proposed Providers care package – detailing outcomes/key deliverables across health, education and social care.

4.2 EPP Meeting / Decision

EPP meets monthly. EPP has a timed agenda and the lead caseworker for each referral will attend the meeting to present each case personally. It is important to remember that time will not allow for a full case discussion nor is it appropriate for EPP to duplicate the role of the Multi Agency meetings.

Lead caseworkers must be succinct in their presentation of the main features of the case and the proposals, including outcomes expected of the placement.

Discussion will focus on:

- Whether all of the assessment and casework leading up to the referral has been carried out appropriately and comprehensively;
- Whether local arrangements could be made to meet the child's needs;
- What specific needs are to be met and what precise outcomes are to be achieved by the external placement.

- The proposed placement and cost, the anticipated length of placement/intervention and the planned step-down/exit strategy.

Any agreements to changing of levels of funds and review period durations can only be made in line with the appropriate organisations Prime Financial Policies. Decision makers should carry the appropriate level of authority in line with the Scheme of Delegation. To act outside the assigned level of authority may lead to disciplinary actions being taken.

Members of EPP will make decisions based on the evidence available relating to the child/young person's needs but will also take into account the finite resources available to fund such specialist intervention.

For more information see Terms of Reference for EPP.

5.0 EMERGENCY DECISIONS OUTSIDE OF EPP

In exceptional circumstances emergency placements may take place only once a discussion has taken place with the referring professional, Senior Social Work Manager, allocated Social Worker and the Head of Service for LAC. The Head of Service (LAC) will then convey the content of the recorded discussion with WCCG Children's Commissioner and ensure sufficient consultation with CAMHS.

If a placement is agreed the Social Worker will still be responsible for taking a referral to the next scheduled EPP (for information) and then follow the review process as set by the Panel where appropriate.

6.0 REVIEWING EPP DECISIONS

EPP will review all **new** placements every 3 months unless otherwise specified and dependent on needs where a more frequent review maybe necessary. The review date will be set by the Panel at the point of decision. Ongoing reviews will take place on a 4-6 monthly basis unless EPP decide otherwise.

The EPP administrator will be responsible for scheduling the review onto the relevant agenda to ensure all cases are reviewed.

At each review the allocated worker will be expected to present a report to EPP outlining how the outcomes identified in the initial referral for funding are being achieved/met by the provider/and other services supporting the CYP out of area.

Where a child/young person is placed in Merridale Street West, it is expected that the manager of the Unit will attend EPP and provide up dated reports alongside the lead caseworker. It is the responsibility of the caseworker and EPP Administrator to inform Merridale Street West at least two weeks in advance of the requirement for a report and attendance at EPP panel.

7.0 MERRIDALE STREET WEST CRITERIA FOR PLACEMENT INFORMATION

Merridale Street West is a 4 bedded local specialist resource for young people who have been diagnosed with complex needs that have been difficult to address through other non-specialist services. The following list provides examples of the type of need that may need to be addressed, but it is not exhaustive:

- Severe Attachment disorders

- Conduct disorders
- Compulsive Obsessive behaviour
- Opposition defiant behaviour
- Sexualised behaviour
- Mild Learning difficulties
- Loss, bereavement and separation

Specific behaviour patterns may include the following:

- persistent offending;
- inappropriate sexual behaviour;
- aggressive violent behaviour;
- Self harming behaviour;
- Absconding;
- Exclusion and persistent absence from school;
- Substance Misuse;
- Sexual exploitation;
- Mental Health needs;
- Other forms of challenging behaviour

Merridale Street West is specifically designed around meeting the needs of young people, particularly in relation to their Social Care, Health and Education needs and utilising local resources.

To seek a placement in Merridale Street West the referral procedure as outlined in Section 4.0 must be followed.

8.0 APPROVED THERAPEUTIC ENVIRONMENT/INTERVENTION

Where a child/young person requires a therapeutic environment/intervention it is expected that the assessment report used for the EPP placement request is utilised as the benchmark against which future and ongoing progress is measured for the child/young person and that progress against this is reported back to EPP as part of the regular review process by the lead caseworker.

In circumstances where a request to EPP for a therapeutic environment/intervention is required the rationale must be clearly endorsed by a CAMHS Clinician as part of a Multi Agency meeting as outlined in Section 4.0.

In such circumstances both the Placement Team and Children's Commissioner are required to satisfy themselves that the chosen provider has the appropriate expertise to meet the identified needs.

9.0 RECORDING

EPP meetings will be supported by the Head of LAC Administrative support and decisions and actions for each child/young person will be minuted and distributed securely to all EPP members within 3 working days of each meeting.

Social workers will be asked about the costing of the placement and a breakdown of charges of the placement e.g. education, health and social care needs etc. This will provide EPP with information and data to monitor the quality and purpose.

Actions agreed and decisions made will be added to the referral /review form and will be uploaded to the document hub on carefirst.

The administrator will securely distribute previous actions and decisions for each child to panel members when a child is to be discussed at EPP for a review

REVIEW REPORT
TO THE EXTERNAL PLACEMENTS PANEL

This must be accompanied by the minutes of a Multi-Agency meeting should be completed and submitted by the Lead Professional agreed at the Multi-Agency meeting.

Date of MACC Date of EPP Meeting

Name:		D.o.b.:	
Care Status:		Ethnic Origin:	
Home Address:	School Attended:		
Care Address (including name of Care Provider):			

Date current placement made:	
Cost of placement per week:	
Is education provided?	
Details of education arrangements:	

Summary of Needs:

To what extent does the current placement meet these needs?

How long should the placement continue?

What scope is there to reduce the fee?

What alternative provision could be considered now and in the future (with time scale)? Could the child/young person move to parents or relatives, to foster care, to independence or semi-independence or to an internally provided service (including the possibility of setting up specially designed internal provision)?

Recommendation to EPP (quoting cost if relevant):

Report prepared by: _____ (Name of Lead Professional)

Title: _____

Address: _____

Approved by: _____ (Name)
(Chair of Multi Agency Caseworker
Conference)

Children & Young People

External Placements Panel

Purpose:

The Purpose of this terms of reference is to outline the role and remit of the External Placements Panel

Terms of Reference

Approved by – MSMG 21st January 2016

Published – January 2016

Review Date – June 2016

REVIEW LOG

Date	Version	Comments	Approved by
January 2016	1.0	Terms of Reference produced	MSMG (21 st January 2016)

This system of recording review dates is designed to ensure staff at all times use the correct version of the up to date Policy. This system is used on all Wolverhampton City Council – Children & Young People Policies and Procedures.

CONSULTATION

The following people have been consulted on this policy:

- Head of Service (Looked After Children)
- Interim Children's Commissioner
- All members of MSMG

1.0 INTRODUCTION

The External Placements Panel (EPP) has been designed to approve the shared funding arrangement for all children and young people where it has been assessed and judged necessary by the professionals directly involved, for their needs (education, health and care) to be met outside the City.

External placements are sometimes necessary where the holistic (social, educational and health) needs of a child/young person require specialist support and provision that is not available within Wolverhampton. These are children/young people who may present with the most complex of health, educational and social care needs and where all local service provision to meet these needs has been exhausted.

The EPP manages a shared funding arrangement between WCC & WCCG to fund placements for a small number of children and young people up to the age of 18 who have combined specialised and/ or social care and health needs that cannot be met within internal resources.

2.0 WHAT IS THE EXTERNAL PLACEMENTS PANEL (EPP)?

The External Placements Panel (EPP) manages a shared funding arrangement which is designed to be utilised where the Local Authority and Wolverhampton Clinical Commissioning Group have shared responsibilities and duties for children/young people where the nature and level of care requires a shared and co-ordinated approach.

The arrangement relates to placements where the needs of the child/young person require one of the following combinations of services/care:

- Health and education services
- Health and social care services
- Health, education and social care services

3.0 PURPOSE

EPP administers a shared funding arrangement made up of contributions from the Local Authority and the CCG which equates with Social Care 35%, SEN 25.5% and the Clinical Commissioning Group 39.5%. The main purpose of this budget and the EPP panel is to ensure:

- The specialist needs of children and young people are being met in a timely co-ordinated and planned manner and with connectivity to local health education and social care services as required
- The specialist needs of children and young people are met in an appropriate placement and health, social care and education interventions are specified and delivered as per placement plan
- Commissioned placements are monitored via a joint quality assurance process. The outcome is reported to EPP on a quarterly basis.
- The needs of any child/young person funded and placed via EPP are regularly monitored and reviewed and are outcome orientated across

health, education and social care with clear timelines and milestones regarding review processes.

- Each commissioning agency is meeting its respective responsibilities for children and young people with specialist and complex needs
- The shared funding arrangement is managed effectively and efficiently and with transparency

Commissioners from the CCG, Social Care and Education sit on the panel and are charged with ensuring that recommendations and decisions are made by the panel which reflect the needs and best interests of the child/young person and these decisions will be based on evidence provided to the panel from professionals involved in planning and meet the holistic needs of any individual child/young person.

4.0 PROCESS (also see Social Work Guidance)

EPP meets monthly with a pre-set agenda covering:

- The financial position of the EPP funding arrangement
- Presentation of new case referrals and consideration of new funding
- Presentation of reviews of existing cases and renew of existing funding (every 3 months)
- Quarterly quality assurance

5.0 MEMBERSHIP/QUORACY

The following members attend the External Placements Panel:

- Head of Service – Looked After Children (chair)
- CCG Children’s Commissioning Manager (vice chair)
- Head of Service – All Age Disability
- Senior Educational Psychologist (Expert Adviser)
- Nominated BCPFT representative or approved expert adviser – Consultant Psychiatrist or their deputy
- Strategy & Improvement Development Officer (WCC)

For the meeting to be quorate the chair or vice chair needs to be present along with at least two experts with one being from health and one from WCCG.

6.0 SCHEDULE OF MEETINGS & ADMINISTRATION

Meetings will be scheduled monthly.

EPP meetings will be supported by the Head of LAC Administrative support and decisions and actions for each child/young person will be minuted and distributed securely to all EPP members within 3 working days of each meeting. This will include a regular financial update on costings for each individual placement

7.0 DECISION MAKING

EPP has a timed agenda and the lead caseworker for each referral will attend the meeting to present each case personally. It is important to remember that time will not allow for a full case discussion nor is it appropriate for EPP to duplicate the role of the Multi Agency meetings.

Members of EPP will make decisions based on the evidence available relating to the child/young person's needs but will also take into account the finite resources available to fund such specialist intervention

In exceptional circumstances Emergency placements will be approved via the Head of Service (LAC). Where decisions are taken by the Head of Service (LAC) outside of EPP these decisions will be immediately conveyed to the Children's Commissioner CCG and Head of Service (All Age Disability).

8.0 REPORTING ARRANGEMENTS

The EPP will provide a written report to the Multi Strategic Management Group (MSMG). MSMG has ultimate responsibility for oversight and management of the shared funding arrangement.