



East Riding of Yorkshire Children's Trust Board

Securing Sufficient Accommodation for Looked After Children Statement & Process for Placement Finding

May 2016



integrated
children
and young
people's
services

Improving Services and Outcomes
for Looked After Children, Young People and Care Leavers

1. Introduction

At the beginning of 2010 the Government published statutory guidance on the implementation of section 22G of the Children Act 1989. This section requires local authorities to take steps that secure, as far as reasonably practicable, sufficient accommodation for looked after children within their local authority area ('the sufficiency duty'). The guidance requires that, from April 2010, local authorities should include their plans for meeting the sufficiency duty in the relevant commissioning strategies and that from April 2011, they must be in a position to secure, where reasonably practicable, sufficient accommodation for looked after children within their area.

This document, read in conjunction with the Looked After Children Strategy 2014 - 2017, sets out how East Riding of Yorkshire Council aim to meet the sufficiency duty and its priorities for action over the coming year.

2. National Context

At 31 March 2015 there were 69,540 looked after children across the country, an increase of 6% when compared to March 2011.

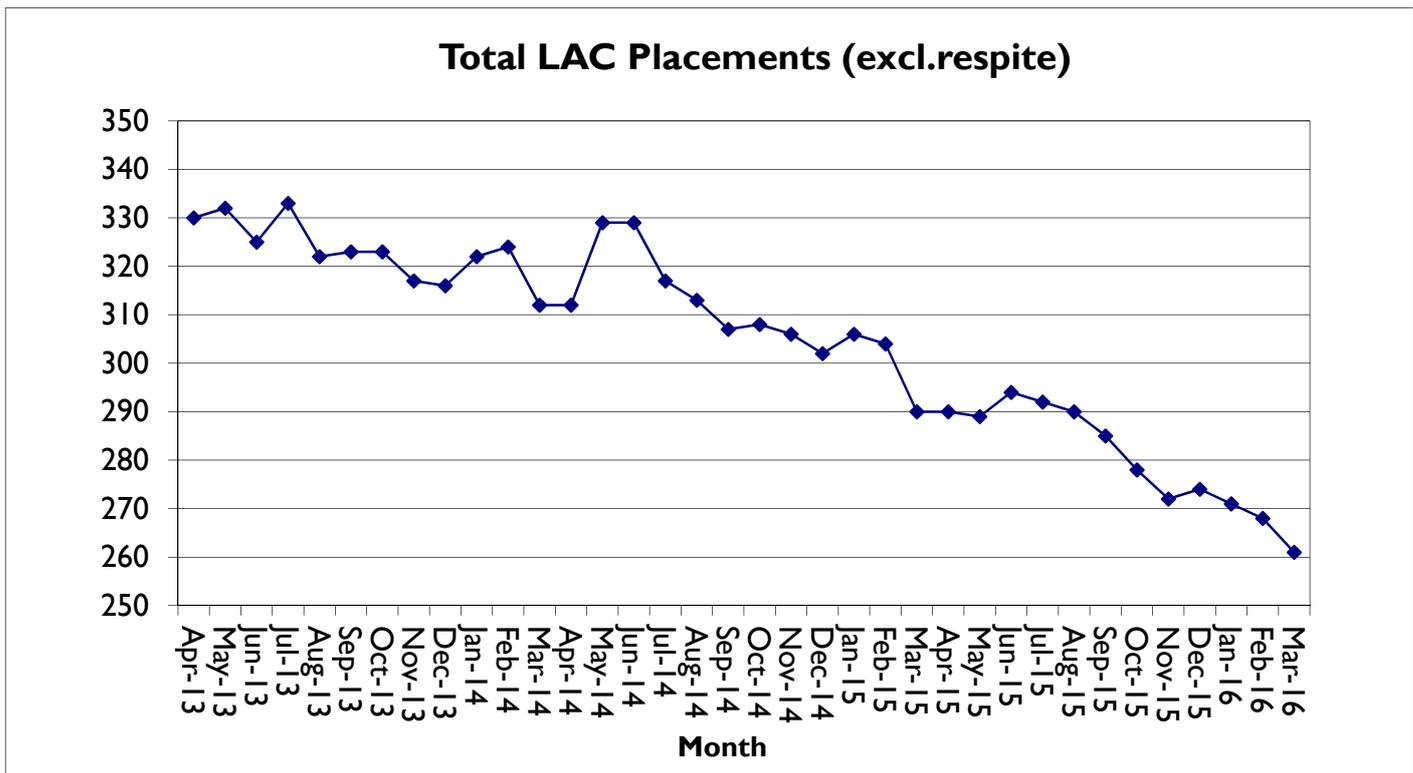
In recent years, the number of children becoming looked after has been increasing. Nationally, 31,070 children became looked after during 2014/15. This was an increase of 2% from the previous year and a 13% increase from 2011.

The national trend has been associated with a number of factors:

- A greater focus on child safety since the death of Peter Connelly. This resulted in an increasing number of child protection cases which has led to an increase in court proceedings and the number of looked after children.
- Older children coming into care with increasingly complex needs.
- The number of infants surviving at birth, through improved medical interventions, with resultant and significant special needs.
- An increase in numbers of unaccompanied asylum seekers.
- Changes in guidance and regulations regarding Local Authority responsibilities towards homeless young people aged 16 and 17.
- Emerging legal duty on councils to provide financial support for those who want to stay longer with foster carers.

3. Local Context

East Riding of Yorkshire's looked after children population is outlined below:



Some of these national trends have been reflected in the East Riding of Yorkshire and the most recent data (as at March 2016) for looked after children (excluding short breaks) is:

| Looked After Children – Breakdown by age | | | | | | | | | | |
|--|------------|-------------|------------|-------------|------------|-------------|------------|-------------|-------------|-------------|
| East Riding of Yorkshire | | | | | | | | | National | |
| | March 2013 | | March 2014 | | March 2015 | | March 2016 | | March 2014 | March 2015 |
| Age Range | No. | % total LAC | % total LAC | % total LAC |
| 0-4 | 98 | 29% | 80 | 26% | 51 | 18% | 35 | 13% | 22% | 20% |
| 5-9 | 63 | 19% | 62 | 20% | 64 | 22% | 61 | 23% | 20% | 21% |
| 10-15 | 114 | 34% | 118 | 38% | 113 | 39% | 97 | 37% | 37% | 38% |
| 16+ | 61 | 18% | 52 | 17% | 62 | 21% | 68 | 26% | 21% | 22% |
| Total | 336 | | 312 | | 290 | | 261 | | | |

The number of looked after children decreased by 11% between March 2015 and 2016. The age profile of children looked after has been changing slightly over recent years. There has been a sharp and steady fall in the numbers of 0-4 year olds looked after since 2011 and this age group currently account for the smallest number of looked after children within the East Riding (35). This is in line with the main UK trend. The reduction in this cohort within the East Riding is accounted for by increased adoption activity (41 adoptions in 2014/15) and greater focus on early help. The largest decrease was in the number of 0-4 year olds, who now make up 13% of our LAC cohort in comparison to 20% nationally.

In the period 31 March 2015 to 31 March 2016 there were a total of 87 looked after children admissions into the care of East Riding. The highest numbers were within the 10-15 year age group (33) and the 0-4 year olds (26). There were however more discharges from care than admissions over the same period. There were 117 children discharged from care, the highest number being in the 10-15 age group (32), followed closely by 0-4 year olds (31).

At 31 March 2016, 151 (58%) children were looked after under a care order and 21 (8%) interim care orders, a 5% combined increase compared to March 2015 and Care Order numbers have increased by 18.5% increase since March 2011.

Nationally there has been an upward trend increased regarding the number of children looked after under a voluntary agreement (s20 CA 1989) – where the number and percentage across England has increased steadily since 2013. However within the East Riding the number of children looked after under a voluntary agreement whilst following this trend between 2013 – 2015 (76 in March 2013 rising to 95 in March 2015) has shown a significant decrease since March 2015 ending 31 March 2016 at 68 children looked after under a voluntary agreement. This decrease highlights the increased activity through the Intensive Support Panels and close working between Children’s Social Care and Youth and Family Support Services in reducing unnecessary entry into care through intensive family support and robust rehabilitation plans and support packages enabling the safe return of children to family / alternative provision.

In line with the rest of England there has been a drop in the number of children looked after within East Riding with a placement order at 31 March 2016; from 53 (17% of looked after children) in March 2014 to 31 (11%) in March 2015. This is in line with quarterly adoption data collected by the Adoption Leadership Board which has linked this trend nationally to the impact of two relevant court judgments, known as Re B and Re B-S. As of 31 March 2016 we had 21 (8% of LAC).

Current Placements

As of March 2016 the long term looked after children placements were:

- 129 in-house fostering placements
- 49 placements in agency foster care
- 36 children and young people placed with family and friends
- 14 children and young people placed with parents
- 8 children and young people placed in East Riding of Yorkshire Council residential homes
- 8 young people in independent living accommodation
- 6 children and young people placed for adoption
- 6 children and young people placed at special schools
- 4 placements in external residential homes
- 1 in other placements.

The majority of our children looked after are placed within foster care provision (in line with rest of UK). At the end of March 2016 the number of children in foster care within ERYC continued to rise above 2015 UK average; of the 261 children looked after at 31 March 2016, 214 (82%) were cared for in a foster placement. UK average for end of March 2015 was 75%.

The largest percentage of these are placed with in-house foster carers; which has seen a rise to 60% of foster care placements by 31 March 2016. Externally purchased foster care placements had remained relatively steady at around 28% between 2012-2015, however there has been a significant decrease in external placements from March 2015 to 31 March 2016, down to a low of 23%. This decrease is reflective of the increased attention and focus throughout the authority on marketing and developing an increasingly robust fostering recruitment strategy and awareness raising across East Riding. The number of children placed for adoption at 31 March 2015 reached a high of 41, however this has decreased significantly as expected from this date to 31 March 2016 where a total of 24 children were made subject of adoption orders.

The numbers placed in residential Children’s Homes has also decreased throughout the year from a total of 18 children (10 in-house and 8 externally purchased) to a total of 12 at the end of March 2016 (8 in-house and 4 external). There has been a slight decrease in the use of Kinship ‘family and friends’ foster care placements over the last twelve months reducing from 41 placements in March 2015 to a total of 36 at the end of March 2016.

The ethnic breakdown of children looked after within the East Riding has varied little since 2012. The majority of children looked after at 31 March 2016 (90%) are from White British background: similar to the general population of the East Riding but higher than the general population and rest of England LAC population.

The 2011 Census showed that 96.15% of the population of East Yorkshire describes themselves as 'white British', and 1.6% as 'white other'. Therefore, whilst there is limited population diversity within East Riding of Yorkshire both in the ethnicity of children who need to be placed, and within potential foster carers, families are successfully recruited and approved. There is a diverse range of foster carers including those who are single, older people, low income and same sex couples, and successful foster carers with disabilities and health issues.

The rural nature of East Riding of Yorkshire can at times make a placement search challenging in securing provision for a young person. Most placement searches are initially locally focused and availability of provision may be greater in urban areas. However, despite ongoing work internally and with external providers, sufficiency of local provision can still be sparse, particularly for those children and young people with more complex needs. Furthermore, the availability of local provision is affected by the number of local authorities who have looked after children placed in the East Riding of Yorkshire. As of April 2014, according to data provided by the local Clinical Commissioning Group, in the region of 300 children and young people are placed in East Riding of Yorkshire by other local authorities.

Unaccompanied Asylum Seeking Children (UASC)

Of the 261 children looked after at 31 March 2016, 3 (1%) were unaccompanied asylum seeking children (UASC). The Pathway team is also currently working with three UASC care leavers. The number of UASC within the East Riding has remained consistently low over the last three years with the three new UASC arriving within the authority boundary in 2016.

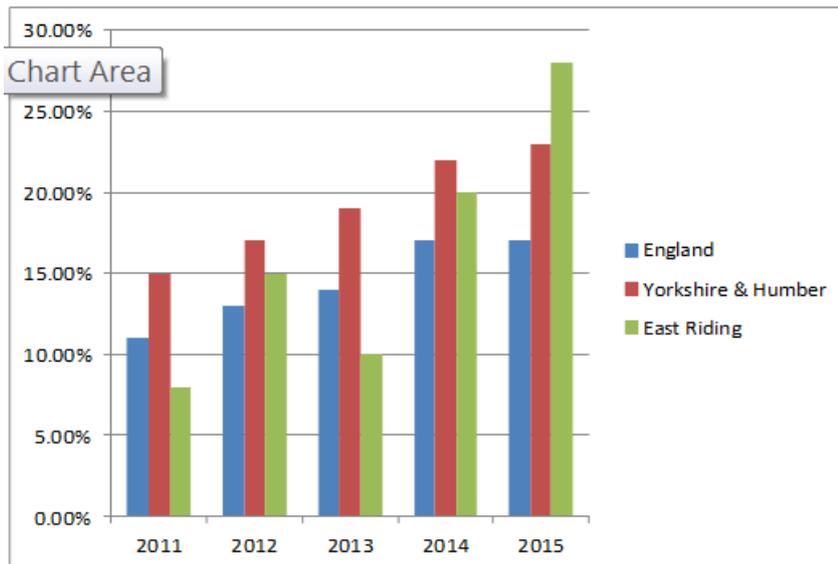
East Riding as part of the Yorkshire and Humber region has responded to the national call to take UASC. The Assistant Directors across the region have been keen to develop a partnership arrangement across the region in order to match needs with experience, resources and wishes and feelings of the young person. East Riding is committed to this approach and involved in taking this forward.

Looked after children who were adopted

The number of children adopted in East Riding of Yorkshire Council has increased significantly from 17 children in 2012 and 13 children in 2013 to 32 children in 2014. This increased further within 2015 to a total of 41 children who were adopted as of 31 March 2015. There was an expected reduction during 2016 with a total of 24 children Adopted as of 31 March 2016.

During the year ending 31 March 2015, 41 children ceased to be looked after as a result of being adopted (27% of total). At end of March 2016 there were 24 adoptions (26% of CLA under 18 that ceased to be looked after). East Riding of Yorkshire Council continues to have a low adoption disruption rate. There has been only one adoption disruption in the last 3 year period.

% of children leaving care that were adopted



Post 18 arrangements

East Riding of Yorkshire Council is committed, wherever possible, to provide young people in care the opportunity to remain with their carers post 18 and is actively working towards providing a flexible range of options to enable this to happen. The Council has an effective 'Staying Put' policy in place and will, whenever possible, provide young people in care with the opportunity to remain with their foster carers. All young people leaving the care system will, wherever possible, be given the opportunity to access a supported lodgings placement irrespective of whether or not they have been in foster care. The Fostering Service continues to support 'Staying Put' arrangements and provides a full range of services to all foster cares in collaboration with the Pathway Team. This arrangement will be supported for up to 3 years, depending on the circumstances of the individual young person. Likewise those young people accommodated within either of the authority's two Children's Homes receive continued support via 'Staying Close' arrangements.

The council considers that early discussion and preparation for post 18 arrangements is key to a successful transition. This process will start from the age of 16, and will involve the young person, their social worker, the carers and, where applicable, the fostering social worker. Work to help young people develop their independent living skills should begin at an earlier age, and be an inherent part of the care placement.

Financial support for a supported lodging placement is provided with the expectation that the young person will be increasingly financially self sufficient in a planned way, and to help them prepare for an eventual move to independent living. At this stage, it is expected they will have had the opportunity to manage their own money and budget for living expenses at a realistic level. The Fostering Team, the two Children's Homes and the Pathway Team work closely together to achieve smooth transitions to adulthood for young people in care.

4. Current Provision

East Riding has its own in-house fostering service, run centrally. The fostering service aims to provide a high quality responsive child centred service in relation to its core functions: to recruit new foster carers from within our community and from the connected person/family and friends networks of looked after children – wherever this best meets their needs; to prepare applicants through training to be able to deal with the range of issues that foster carers face when looking after children; to assess each applicant comprehensively to ensure that they are suitable and carry out this role and supervise carers in a constructive manner that promotes the welfare of and protects and safeguards children.

As of 31 March 2016 there were a total of 187 placements (based on full capacity) from 129 foster care households. From which there were 129 children in placement.

The number of Foster Carer households currently approved by East Riding of Yorkshire Council

| | As at March 2013 | As at March 2014 | As at March 2015 | As at March 2016 |
|------------------|------------------|------------------|------------------|------------------|
| Mainstream | 105 | 108 | 112 | 109 |
| Connected person | 28 | 18 | 23 | 30 |
| Total | 133 | 126 | 135 | 139 |

The numbers of children in East Riding of Yorkshire Council foster care

| | As at March 2013 | As at March 2014 | As at March 2015 | As at March 2016 |
|----------------------|------------------|------------------|------------------|------------------|
| Foster care in house | 152 | 140 | 122 | 129 |
| Connected Person | 34 | 40 | 41 | 36 |
| Total | 186 | 180 | 163 | 165 |

Generally, placement stability is good; however a key area of attention was the low number of new approvals in the preceding twelve month period, 2014-2015. As a direct response significant work has been undertaken by the fostering team and value for money team in examining a range of activities to increase the effectiveness and performance of the fostering service. This included analysis of data systems, foster carer profiles, information exchange, marketing and advertising, response to fostering enquiries, the role of the 'duty' function, the use of social media and activities to raise the profile of fostering. As a result of this work the number of potential foster carers, pre assessment has increased but has yet to complete the full assessment and thereby improve the numbers of approved carers.

The councils' fostering service is operating in a highly competitive market place with intensive competition from other local authorities and a range of agency competitors. Due to successful recruitment, more internal foster carers provide a variety of local placements to meet the needs of children and young people, thus reducing the number of commissioned independent agencies. The recruitment of in-house foster carers continues to be the main priority for the authority.

Confirmation was received in May 2016 that East Riding of Yorkshire Council's has become a 'Fostering Friendly Employer' and this was a clear acknowledgement of the key role fostering has for the council's care of vulnerable children. The 'Fostering Friendly Employer' status now means that a clear pathway is available for council employees to become foster carers for the council. The support to employees is important and as this becomes more widely known, it is hoped that more existing council staff will be recruited as foster carers.

Placement Planning

Children and Young People's Support and Safeguarding Services have established the LAC and Intensive Support panels to explore options prior to a request for an external placement being made.

All external foster care and residential care placements are approved by the Child Care Commissioning Panel and all planned placements are commissioned using the placement finding process, undertaken by the Children's Commissioning and Development Team. The placement finding process allows care providers to submit an application to demonstrate how they will meet

the needs of a child/young person. The majority of placement finding exercises is undertaken with local providers, to support this the Children’s Commissioning and Development Team and fostering team regularly meet with local external foster care providers with the aim of achieving provision that is sufficient to meet the needs of children and young people in East Riding. However depending on the individual needs of the child or young person, the search sometimes has to be expanded beyond the local area. East Riding signed up as a member of the White Rose consortium in September 2015.

Out of hours the Emergency Duty Team is provided with up-to-date information relating to available internal foster care and residential provision along with contact details for a senior manager should authority for an external placement be necessary.

A Permanence Panel has been established to ensure the most appropriate form of permanence pathway is provided in a timely manner, which is compliant with legislation, local and national guidance.

The Council acknowledges that vulnerable young people, including care leavers, have a variety of needs to be met to enable them to make a successful transition to independent living. All young people leaving care are, wherever possible, given the opportunity to access supported lodgings for up to 3 years, either through remaining with their former foster carers when they turn 18 in a ‘Staying Put’ arrangement, or moving to a new supported lodgings placement post 18. The East Riding has run this scheme for a number of years, and actively promotes this pathway to independence. In addition, the Pathway team has a number of trainer flats, and access to supported housing schemes, to support young people in developing their independent living skills.

Placements for looked after children with disabilities remains relatively stable. However, when placements are required, particularly at short notice, challenges are finding appropriate accommodation, expertise and knowledge in order to meet the complex needs. Further difficulties arise when a child has physical disabilities and requires equipment and adaptations.

A protocol for responding to the needs of young people (aged 16 and 17 years) who present as homeless in the East Riding is available. The protocol includes a single point of contact and integrated pathway for referral to, assessment and planning for access to accommodation and accommodation support services, including looked after provision. The aim of the protocol is to provide a response that places the young person at the heart of the process and meet the needs of the young person.

Issues or concerns relating to a provider, including inspection outcomes are considered as they arise, by the Child Care Commissioning Panel and/or Joint Commissioning Panel, and review procedures invoked in relation to both the organisation and individual placement. An appropriate course of action, which will consider the role of the LADO and safeguarding policies and procedures, is agreed with the outcomes for the child at the centre of that process.

Support

Current support services for Looked after Children in the East Riding include:

| | |
|-----------------------------|--|
| Fostering Service | <ul style="list-style-type: none"> Recruit, assess and train new foster carers; provide supervision, guidance and support and training for approved foster carers; provision of duty referral point for all placement requests. |
| Adoption Service | <ul style="list-style-type: none"> Early Permanence Planning, recruit and assess new adopters, family finding, adoption support and letterbox. |
| Looked After Children Teams | <ul style="list-style-type: none"> Two teams providing services to those children and young people who have been assessed as needing long term care provision from the Council. |

| | |
|--|---|
| Pathway Team | <ul style="list-style-type: none"> Works to ensure young people leaving care secure a successful transition to adulthood and independent living (including Housing Strategy) and are supported to obtain employment, education and training. |
| Participation and Rights Team | <ul style="list-style-type: none"> Children's rights, advocacy services and participation activities for children 'in need' including children in care. |
| Children's Commissioning and Development Team | <ul style="list-style-type: none"> Oversees the procurement and quality of externally commissioned placements |
| Children's Residential Units | <ul style="list-style-type: none"> Two children's homes, which provide twelve placements for children in care. |
| Joint arrangements with Clinical Commissioning Group | <ul style="list-style-type: none"> CAMHS LAC Service is jointly commissioned and provided by Humber NHS Foundation Trust to provide emotional health and well-being support for children and young people in care to increase their emotional resilience and help them to be better placed to achieve their potential. |

5. Areas for Development

Recent placement finding exercises have indicated that foster care provision locally is becoming increasingly pressurised despite ongoing recruitment of foster carers, especially for children and young people with complex needs.

Progress has been made to improve the range of services available for children and young people with disabilities by increasing the resources available within the internal fostering service to offer short breaks. However, this continues to be a priority to improve further, along with suitable short breaks provision for young people with significant needs which require a high level of support.

The provision of housing options, in addition to supported lodgings, continues to be reviewed, to ensure care leavers continue to access supported housing which is appropriate to their needs.

Consider future practice and developments in response to appropriate evolving legislation, guidance and good practice with particular emphasis on the emerging legal duty on councils to provide financial support for those who want to stay longer with foster carers.

6. Action Plan

The action plan will be reviewed by the Children's Joint Commissioning Arrangements Group.

| | ISSUE | ACTION(S) REQUIRED | BY WHOM |
|---|---|--|---|
| A | Ensure capacity of service provision to meet the needs of changing population and demographics. | Develop a flexible proactive approach to service development that takes into account changing population and demographics. | Children's Joint Commissioning Arrangements Group |
| B | To improve placement choice/number of foster carers. | Continue with recruitment, assessment and training of foster carers. Implementing the Fostering Development Plan. | Fostering Team 'Whole Council' |

| | | | |
|---|--|---|--|
| C | To increase the range and scope of foster carers. | Continue with recruitment, assessment and training of foster carers. | Fostering Team |
| D | To ensure that a range of local placements to meet children and young people's needs. | Continue with recruitment, assessment and training of foster carers. Continue to utilise the White Rose Framework for external providers for foster care and residential. To work with White Rose to establish a framework for special schools. Continue to meet with external foster care providers. LAC analysis | Fostering Team Children's Commissioning and Development Team Children's Commissioning and Development Team Fostering Team Service Manager Corporate Parenting |
| E | To improve additional placement choice for children and young people with disabilities. | Continue with recruitment, assessment and training of foster carers. Continue partnership working between Fostering Team , Children's Disability and Health Team to continue To work with White Rose to establish a framework for special schools. | Fostering Team Fostering Team Children's Disability and Health Team Children's Commissioning and Development Team |
| F | Confirming permanency and financial commitment for children and young people in external placements. | Commitments of the council to be considered at the Permanence Panel for children and young people in external placements. | Permanence Panel |
| G | Provision of placements for UASC | East Riding to work closely with other authorities across the region to respond to the government's call to take increasing numbers of UASC. | East Riding of Yorkshire Council Fostering Team Pathway Team Yorkshire & Humber Las. |

7. Process for seeking LAC Placements

If a child/young person requires a looked after care placement, then internal resources are explored in the first instance.

The child/young person's social worker will approach the fostering duty team to explore whether

internal resources are available and able to meet the needs of the looked after child and, if they are unable to meet their requirements, a process will be undertaken to secure an externally commissioned LAC placement.

Depending on the urgency of the requirement, permission to search for an external placement will be sought by either:

- Child Care Commissioning Panel - The Panel (see Appendix 1) will consider requests, from social workers, for permission to search for an external placement to meet the child/young person's needs. In making the request the social worker will be invited to attend a Panel meeting, having completed the Request for Resource Form, which is authorised by both the Team and Area Managers. If Commissioning Panel recommends an external placement search, then this will be undertaken by the Children's Commissioning and Development Team.

or

- Approval for external search granted by Senior Officer - If a decision on an external search is required urgently and cannot wait until the next Child Care Commissioning Panel then a Service Manager (Children's Social Care) will be approached to authorise that a search can commence. Placement approval is for a maximum of 7 days and if a child/young person is placed following this route, then the social worker will be invited to attend Children's Commissioning Panel to seek further approval for the placement.

If agreed an external placement search will be undertaken either by:

- Fostering Duty - If an urgent placement is required, i.e. within 48 hours, then Fostering Duty, in conjunction with the child/young person's social worker, will approach external care providers about meeting the needs of the child/young person. The options from external care providers will then be considered by the child/young person's social worker;
- In some cases a placement search will be undertaken out of hours by the Emergency Duty Team having received the appropriate authorisation, or
- Children's Commissioning and Development Team – following the Placement Finding Process (see Appendix 2) when a placement is required less urgently (i.e. greater than 48 hours).

All externally commissioned placements will be made in accordance with the principles of the East Riding of Yorkshire Children's Trust Board Children's and Young People's Joint Commissioning Strategy.

All LAC external foster care and residential placements are periodically reviewed by the Child Care Commissioning Panel.

All external residential special schools and jointly commissioned placements are reviewed periodically by Joint Commissioning Panel (Appendix 3).

8. Review

It is intended that this document will be integrated into the revised Children and Young People's Joint Commissioning Strategy which is expected to be available from September 2016.

9. Links to key documents and further references

East Riding Children and Young People's Strategic Plan 2016 – 2019

East Riding of Yorkshire Council Looked after Children's Strategy 2014 - 17

East Riding of Yorkshire Council Vulnerable People Housing Strategy 2012

East Riding of Yorkshire Council Protocol for responding to the needs of young people (aged 16 and 17 years) who present as homeless in the East Riding

East Riding of Yorkshire Children & Young People's Joint Commissioning Strategy 2016 – 2018

<http://insight.eastriding.gov.uk/directorates/csc/rs/csp/policy-and-partnership/partnership/lsp-local-strategic-partnership/childrens-trust/cyp-joint-commissioning-strategy/>

East Riding Looked After Children Joint Strategic Needs Assessment 2009 (revised)

<http://www2.eastriding.gov.uk/living/health-and-wellbeing/joint-strategic-and-pharmaceutical-needs-assessments/>

Children Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Securing sufficient accommodation for looked after children (2010)

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00186-2010>

Children (Leaving Care) Act 2000

<http://www.legislation.gov.uk/ukpga/2000/35/contents>

**Children’s Commissioning Panel
Terms of reference - April 2016**

1. Purpose

- 1.1 To challenge and scrutinise external expenditure, along with expected outcomes, on social care funded foster care and residential placements.
- 1.2 To ensure the use of external foster care and residential placements is responsive to the assessed needs of the child/young person, and that placements are outcome focussed. This should include all identified health and education needs.
- 1.3 To take, or recommend, appropriate actions to ensure external agencies maintain and develop standards of care to ensure maximum benefits for all children and young people and/or prevent unnecessary breakdown of such placements.
- 1.4 To have an overview of and regularly review of all external social care funded foster care and residential placements placements

2. Membership

2.1 The membership of the panel will be:

| Job Title | Role |
|---|-------------|
| Children's Commissioning & Development Manager | Chair |
| Service Manager – Children’s Social Care | Vice Chair |
| Clinical Services Manager (CAMHS) | Member |
| Virtual School Head Teacher | Member |
| Senior Social Worker – Fostering Team | Member |
| Service Manager – Corporate Parenting | Member |
| Area Manager – Children Looked After | Member |
| Designated Nurse – Children Looked After | Member |
| Children’s Commissioning & Quality Monitoring Officer | Facilitator |

- 2.2 If a member is unable to attend the meeting they should endeavour to send a substitute.
- 2.3 A minimum of 3 members, one being from Children and Young People Support and Safeguarding Service area, must be present for the Panel to go ahead.
- 2.4 If the meeting is held without the Service Manager - Children’s Social Care then recommendations can only be made in principle and will require the endorsement of the service manager.

3. Frequency

- 3.1 The Panel will meet on the 2nd and 4th Tuesday of each month and will be scheduled for 90 minutes.
- 3.2 Additional meetings, if required, may be convened with the agreement of the members.

4. Facilitation

- 4.1 Children’s Commissioning and Quality Monitoring Team will be responsible for all aspects of facilitating Commissioning Panel meetings.

4.2 All relevant Panel papers will be circulated electronically 3 working days in advance by CCQMT and members will be responsible for ensuring they having sight of these at Panel meetings.

5. Panel recommendations

5.1 If the cost of a recommendation made exceeds £30,000 (weekly fee x length of approval of placement) then the endorsement of the Head of Service, Children & Young People's Support & Safeguarding Services is required.

6. Review of Terms of Reference

6.1 It is intended that this document will reviewed annually in March each year.

APPENDIX 2

Placement Finding Process External Care Placements

If Child Care Commissioning Panel or a Service Manager, Children's Social Care recommend an external placement search is undertaken, then the process below will be followed. This process is not used for emergency (same day) or next day placements, and such placement searches are undertaken by Fostering Duty.

1. Create Child/Young Person's Specification

Quality Compliance Officer (Children's Commissioning and Development Team) will discuss with the child/young person's social worker the needs and agree a specification that lists the following:

- Background
- Risks
- Education
- Health
- Interests
- Contact
- Required Skills/Qualities of Foster Carers or Care Home Staff
- Requirements of Care Provider.

2. Scoring Matrix

Prior to the circulation of information to providers, a scoring matrix will be created to assess returned applications from care providers. The matrix will state the following:

- Name of Organisation
- Gateway (Latest OFSTED Report) - Applications will only be considered if the latest overall OFSTED Report Rating on the organisation is outstanding, good, or adequate. Those companies whose rating is inadequate will not be evaluated as they have not passed through the gateway. Commissioning Panel reserve the right to recommend to the Head of Children and Young People's Support and Safeguarding Services an exemption to this gateway.
- Scores - Shows the marks awarded for each the 3 questions as follows:

| | |
|-------------------------------------|----------|
| Skills of Carers | 10 marks |
| Additional Benefits of Organisation | 3 marks |
| Weekly Fee | 5 marks |
| Total | 18 marks |

The 5 marks awarded for weekly price will be obtained if the following criteria are met:

| | |
|---|---------|
| Scored as appropriate in line with price scale | 4 marks |
| Link Worker and Managers base within 60 mile radius of foster carers home | 1 mark |
| Total | 5 marks |

3. Contact with External Care Providers

Local care providers, accredited by the Yorkshire and Humber Regional Consortium, will be sent a specification and application form with a deadline for submission. The specification is password protected. If a placement search is required outside the local area the search will be expanded.

4. Evaluation of Applications

Following the deadline, the Quality Compliance Officer and social worker will meet to evaluate the applications submitted. Each application will be scored separately and the scores added together. Agreement will be reached about the preferred option.

If necessary further information may be required to determine the preferred option i.e. visit to foster carer households by Social Worker. Having identified the preferred provider authorisation from a Service Manager, Children's Social Care is required.

5. Communicating with Care Providers

The Social Worker will contact the preferred care provider to commence introductions prior to placement of the child/young person. The Quality Compliance Officer will contact the other care providers who submitted an application to inform them they were unsuccessful, and give them an opportunity for feedback.

Children, Families and Schools

JOINT COMMISSIONING PANEL

Terms of reference – January 2016

1. Introduction

- 1.1 The Joint Commissioning Panel (JCP) is a group of representatives from partner agencies who consider provision for children and young people with complex needs where current services are facing significant challenge providing for their needs and are considering change to current provision.
- 1.2 The JCP will also consider those children and young people with complex needs new to services.
- 1.3 The JCP will make recommendations to the organisation decision maker in accordance with that organisations financial delegation.

2. Aims

- 2.1 The primary aim of the JCP is to ensure a child or young person's social, educational and health needs are met and response to requests subject to the availability of resources.
- 2.2 Examples of likely resources requested include residential placements, special schools, therapeutic health placements, and foster care.
- 2.3 Where an external placement is required, the Lead Professional or Education Officer (Special Needs) (see Appendix 1) will ensure that all steps are taken to ensure the quality of the placement, outcomes are clear and it continues to be the best place for the child or young person.
- 2.4 Requests for out of area placements will come to the JCP for consideration.

3. Objectives

- 3.1 To make decisions or recommendations on requests for placements for children and young people which are through external agencies and to confirm all community based options and internal provision have been explored prior to an external placement being recommended referring matters where appropriate.
- 3.2 To ensure that decisions are made in the best interest of the child or young person based on the assessed identified needs of the child or young person.
- 3.3 To make the most effective, efficient, and creative use of available resources taking into account the needs of children and young people in East Riding. Funding arrangements will be as agreed within the financial protocol as agreed between partner agencies. The Panel will ensure provision is used in a planned way to maximise value for money.

3.4 To recommend the level of each agency's contribution to any proposed package. The Partner agencies will not make a commitment to a package. Emergency placements will need to involve commitment in principle of all partner agencies.

3.5 To review all jointly funded external placements at least annually and other cases as identified by JCP. Any significant issues arising from the annual review of education only funded placements will be brought to the attention of the JCP. The review will ensure resources are responsive to need and placements are outcome focussed plus ensure placement drift does not result in financial pressure on the Agency's budgets. Consideration must always be given as to how and when the child/young person will return to East Riding.

4. Responsibilities

4.1 Social Care Managers will be accountable to the JCP for providing accurate information in either requesting resources or the review of current cases. Information provided will cover all needs (Social Care, Education, and Health).

4.2 The JCP is a key aspect of integrated working and it is important therefore that members attend all meetings or ensure that their nominated deputy attends in their absence in order that there is no delay in decision making in respect of the funding of essential placements.

5. Membership

5.1

| Job Title | Role |
|--|-------------|
| Head of Children and Young People, Specialist Services | Chair |
| Assistant Director of Joint Commissioning (East Riding of Yorkshire CCG) | Vice Chair |
| Children's Commissioning & Development Manager | Member |
| Children's Disability and Health Team Manager | Member |
| Clinical Services Manager (CAMHS) | Member |
| Continuing Healthcare Manager (East Riding of Yorkshire CCG) | Member |
| Deputy Principal Educational Psychologist | Member |
| Education Officer – Special Needs | Member |
| Locality Manager – Youth and Family Support Service | Member |
| Performance Manager – Adults | Member |
| Quality Compliance Officer | Facilitator |
| Service Manager – Children's Social Care | Member |
| Service Manager - Specialist and Inclusive Education and PEP | Member |

5.2 A finance representative will attend, every other month, to present the financial information resulting from decisions taken at JCP.

6. Decision Makers

6.1 East Riding of Yorkshire Council

6.1.1 Head of Children and Young People, Specialist Services

6.1.2 Head of Children and Young People's Support & Safeguarding Services

6.1.3 Head of Adult Services (DASS)

6.2 East Riding of Yorkshire CCG

6.2.1 Assistant Director of Joint Commissioning

6.2.2 Continuing Healthcare Manager

7. Frequency of Meetings

7.1 The JCP will be held at 4.00pm on the first and third Tuesday of each month, and will be scheduled for 90 minutes.

7.2 Additional meetings may be convened with the agreement of the members, if required.

8. Quorum

8.1 The meeting will not be quorate unless 2 out of 3 of the following service areas are represented - Children and Young People Specialist Services, Children and Young People Safeguarding and Support and East Riding of Yorkshire CCG - and the business of the meeting will be postponed to the next meeting.

9. Meeting Administration

9.1 The JCP facilitator will compile the agenda and circulate to members.

9.2 Papers must be provided to the JCP facilitator no later than 1 day before the next scheduled panel.

9.3 If members are unable to attend a JCP the apologies should be sent to the panel facilitator with details of any relevant nominated deputy.

9.4 The panel facilitator will take notes detailing recommendations, actions to be taken and by whom, which will be circulated to JCP members.

10. Governance and Accountability

10.1 The JCP has no budget or decision making powers delegated to it. Any recommendations made as a result of the JCP will be referred to the relevant budget holders as detailed in **6. Decision Makers** for completion of a decision record.

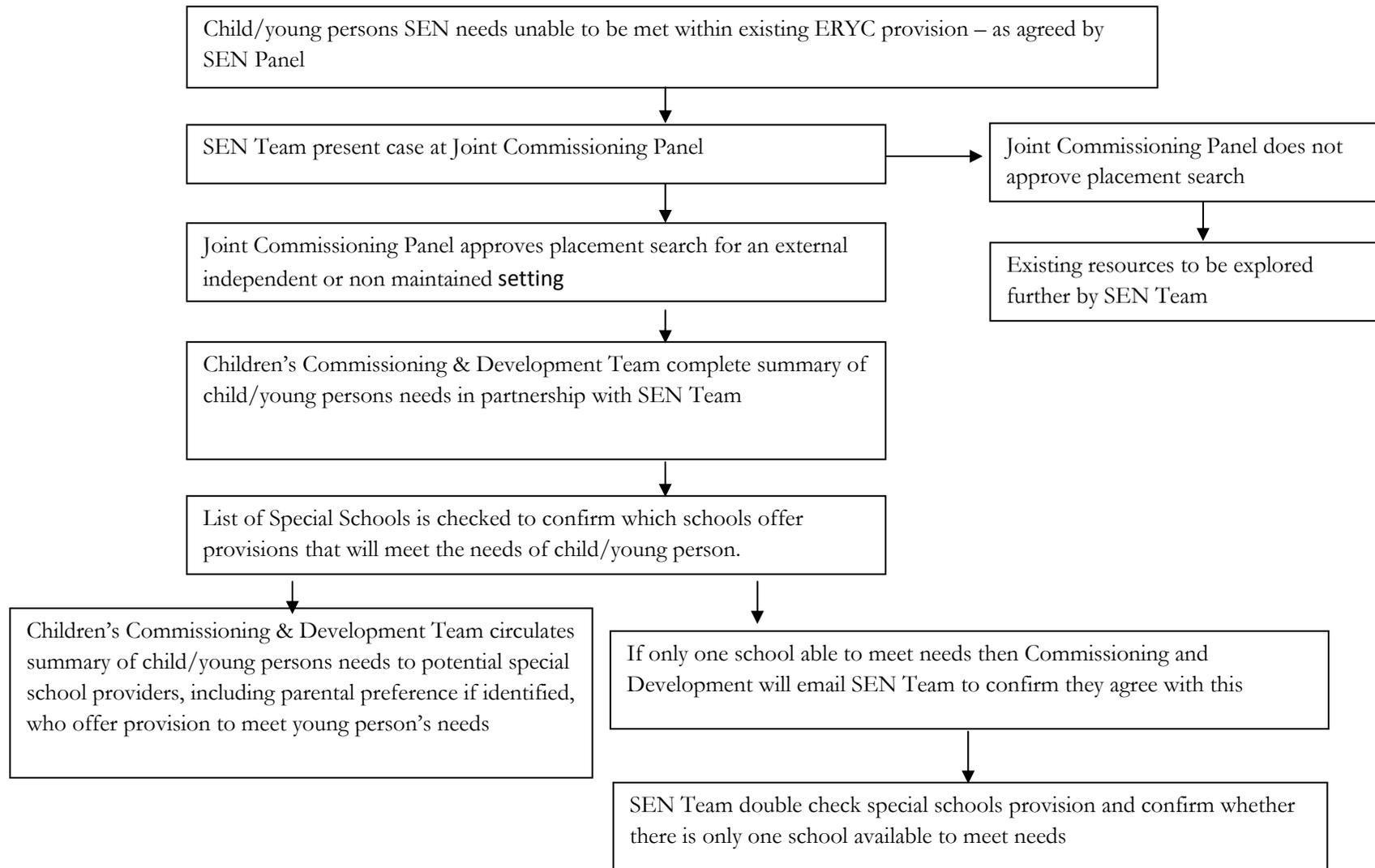
10.2 Notes of the JCP meetings, together with the recommendations made, will be sent to the decision maker for each partner agency.

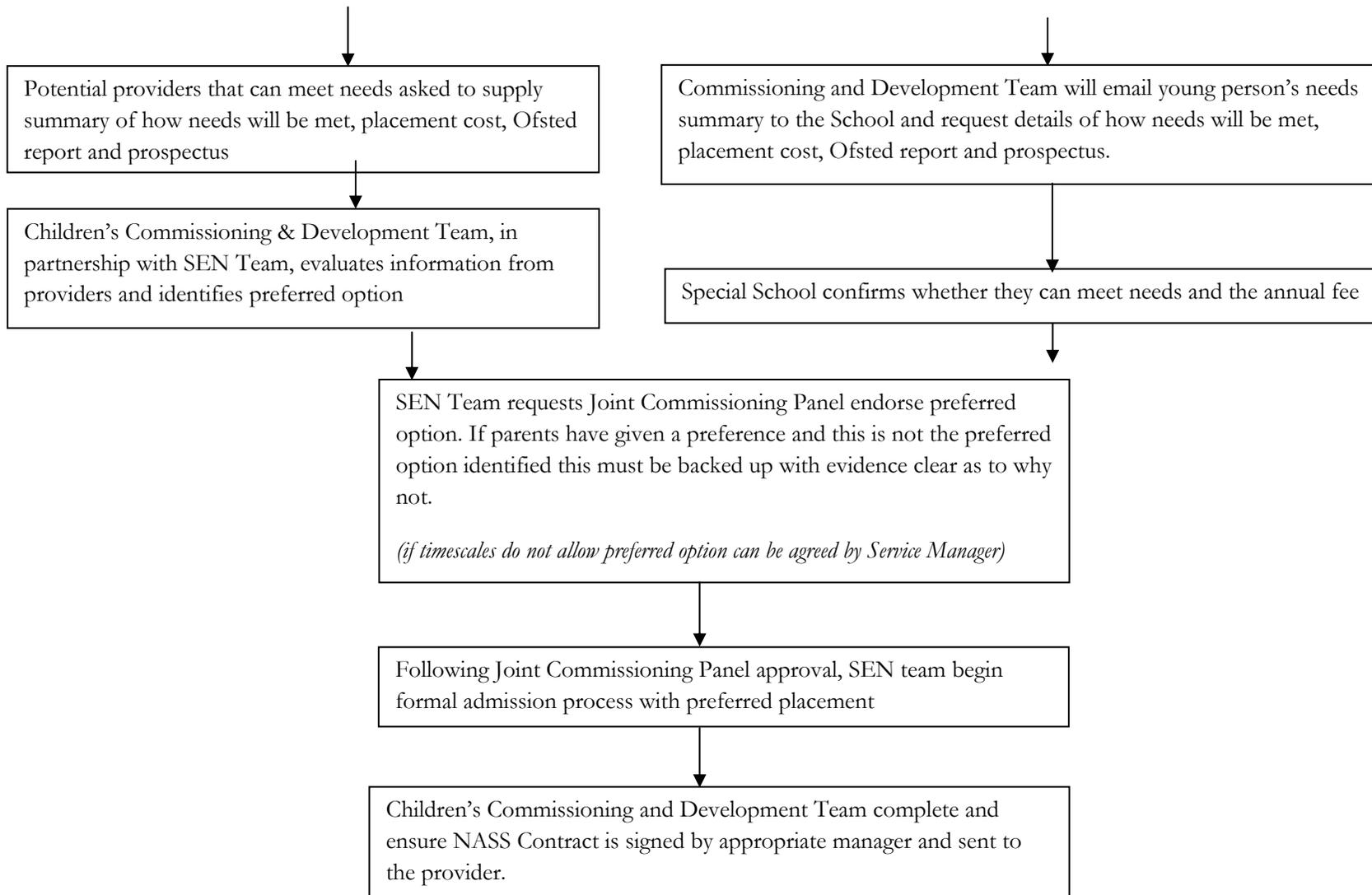
11. Reviewing

11.1 The East Riding Children's Services Joint Commissioning Strategy, consider fully the role and purpose of the JCP and review the terms of reference accordingly.

Appendix 4

Commissioning of SEN independent, non-maintained placements





NB If a young person from another local authority is placed in a non-maintained independent special school in East Riding the placing local authority is responsible for cost. However, it is the responsibility of ERYC to forward a Placement Agreement to the Special School. The Placement Agreement will confirm placement details and the Local Authority funding the placement.