

## **London Borough of Waltham Forest**

### **Permanency Tracking Meeting -Terms of Reference**

#### **Purpose**

The Permanency Tracking Meeting (PTM) has been developed to combine three existing meetings, Permanency Planning Meeting, Court Tracking Panel and Permanency Tracking Panel. These panels overlapped each other and offer the same level of planning. This meeting will enable joined up approaches.

The Permanency Tracking Panel and Court Tracking Panel occurs monthly and Permanency Planning meeting occurs weekly.

The Permanency Tracking Meeting provides the framework to allow regular information sharing and action planning to plan for our care experienced young people and offer an enhanced offer and promote good practice and improve outcomes for our care experienced young people.

The Permanency Tracking Meeting will occur fortnightly and will incorporate young people already discussed at the various panels.

#### **Objectives**

- The Permanency Tracking Meeting will enable effective planning of risk and vulnerability.
- Make valuable use of any information received and any other relevant intelligence to reduced or identify risk.
- Conduct timely and effective Strategy Discussions/Meetings on high risk cases.
- Ensure consistency in practice.
- Make the best use of professional's time and enable a clear pathway for the young people in moving towards permanence.
- Reduce duplication of work

#### **Governance**

The PTM is accountable to the Corporate Parenting Management team, the Corporate Parenting Board and supports it to fulfil its statutory responsibility to monitor and evaluate the effectiveness of ensuring our care experienced young people are receiving appropriate services as they head towards permanence.

Author: James Thompson AD – MASH and corporate Parenting

## **Membership**

The Permanency Tracking Meeting will be attended by:-

- Agency advisor
- Team manager Children in Care
- Independent Reviewing Officer
- Assistant Director – Corporate Parenting
- Practice Development and Court Work lead
- Team manager FGC PAT team

And other practitioners who would be deemed to have an interest in the case being discussed and virtual attendance can be facilitated.

The Meeting will be chaired by the Agency Decision Maker and AD – Corporate Parenting Desk supervisor.

## **Information Sharing**

Sharing of Information within the Permanency Tracking Meeting is covered by the Information Sharing protocols in place between all agencies. Below is the legal basis for sharing information in the meeting.

*“Some concerns regarding children where information will need to be shared under this agreement will often fall below a statutory threshold of Section 47 or even Section 17 Children Act 1989. If they do however fall within these sections of the 1989 Act then these sections will be the main legal gateway.*

*Sections 10 and 11 of the Children Act 2004 place ... obligations upon local authorities, police, clinical commission groups and the NHS Commissioning Board to co-operate with other relevant partners in promoting the welfare of children and also ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.*

*Section 10 and 11 of the Children Act 2004 create a ‘permissive gateway’ for information to be shared in a lawful manner. Such information sharing must take place in accordance with statutory requirements pertaining to the disclosure of information namely the Data Protection Act 1998, the Human Rights Act 1998 and the Common Law duty of confidentiality”.(p7-8)*

The statutory guidance Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children March 2015 states that ...

*“Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision”. (Paragraph 22)*

Author: James Thompson AD – MASH and corporate Parenting

*“no professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child’s welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children’s social care”. (Paragraph 24)*

*Section 42 of the Care Act 2014 outlines Enquiries to be completed by local authority where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there has needs for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. The local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult’s case (whether under this Part or otherwise) and, if so, what and by whom.*

### **Process**

The Permanency Tracking meeting will take fortnightly on a Wednesday 2-5pm on the Microsoft Teams platform.

Referrals (See appendix 1) will be send via Email five working days before the meeting to [PermanencyTracking.Panel@walthamforest.gov.uk](mailto:PermanencyTracking.Panel@walthamforest.gov.uk)

An agenda will be devised and invites sent all

### **Sharing of information and resources (including confidential materials)**

The Panel Officer will prepare and circulate the agenda, referral forms and any supporting documentation to all panel members electronically by (day of week) end of business. It is the responsibility of panel members to bring hard copies should they wish to refer to them during the meeting.

Where these papers are to be sent to partner agencies attending the Panel, they will be sent using the Council’s encrypted system (currently Minecast).

All hard copies of papers will be collected by the Panel Officer at the end of the meeting and disposed of in confidential waste.

Electronic copies of panel referrals and supporting documentation will be recorded on the individual child’s electronic record by the allocated social worker.

The decision sheets will be recorded on the individual child’s electronic record by the Panel Officer.

### **Complaints**

Author: James Thompson AD – MASH and corporate Parenting

The right and route to appeal will vary between the different cohorts of children and young people. The process will be managed through the lead agencies formal processes.

### **Dispute resolution procedure**

If the Panel is unable to reach a decision about an individual application the matter will be resolved through using the dispute resolution procedure currently in place.

### **Conflict of interests**

The Panel's procedure for dealing with conflicts of interests is:

If any Panel member thinks that s/he has personal or financial interest in any matter to be considered by the Panel, the member should declare the interest at the beginning of the Panel meeting and such Panel members should not seek to influence the decision about the matter in any way and the chair will determine if the panel member can be actively involved in the item or should leave the room at this time