### Permanency Tracking Panel and Permanency Planning Meetings

#### Terms of Reference

<table>
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<tr>
<th>Introduction</th>
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<td>Early permanency planning is essential for all looked after children to avoid drift and progress plans for security and attachment. The objective of <strong>planning for permanence</strong> is to ensure that children have a secure, stable and loving family to support them through childhood and beyond.</td>
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Permanence is a framework of emotional, physical and legal conditions that gives a child a sense of security, continuity, commitment and identity.

Permanency is a guiding principle for all services working with children and families and applies to all children looked after.

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<th>Purpose of Panel:</th>
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<td>To ascertain how the child’s permanence needs are going to be met. To monitor the progress of plans which should incorporate parallel planning where appropriate. To ensure all plans are progressed in a timely manner. To monitor and report on the themes and issues the department can learn from and adapt accordingly. To ensure that there is a permanence plan in place by the second looked after review.</td>
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Permanence is achieved through a number of routes – return to family, adoption, special guardianship, connected person placement, child arrangement order and long term fostering. All of these will be duly considered by the Panel.

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<th>The Panel will:</th>
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<td>• Advise and make recommendations in respect of care planning and ensure that case planning is effective</td>
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<td>• Monitor and advise on permanency planning processes</td>
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<td>• Monitor FGC contribution to permanency planning</td>
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<td>• Track permanency planning through to point it is secured for the child i.e.: Permanent return to family network, Adoption Order, Special Guardianship Order, Child Arrangement Order or approved match of a permanent fostering placement</td>
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<td>• Focus on plans being progressed in a timely manner</td>
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<td>• Endeavour to resolve any presenting issues/obstacles and seek senior manager decisions/view if required and ensure that there is effective communication between the professionals involved</td>
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<td>• Escalate concerns with senior manager, as required, where particular cases highlight drift or difficulties that will hinder implementation of agreed plans</td>
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<td>• Provide 6 monthly reports to CSLT on the numbers of cases reviewed, outcomes and any practice issues</td>
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Membership:

- Co-Chair – rotated between Deputy Heads of Service SFSS, CIC and Placement & Resources
- Business Hub admin support
- Agency Adviser
- IRO representative
- Safeguarding Team Manager representative
- CiC Team Manager representative
- Placement and Resources Team Manager representative
- Care Proceedings Advanced Practitioner

Accountability:

The Panel is accountable to the Children’s Senior Leadership Team.

Frequency:

The Tracking Panel meetings will take place fortnightly, commencing 3rd February 2016 and will be reviewed after 4 months.

SW/TM to complete and submit referral form, with up to date chronology and care plan at least 3 days prior to the meeting.

The minutes from the Tracking Panel will be available within 3 working days and be uploaded to Framework.

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Permanency Planning Meetings

Purpose of Permanency Planning Meeting:

For PPMs to be held for all children (under the age of 13) who remain accommodated at the first review unless there is a clear return home date.

Permanency Planning Meeting’s will:

- Focus on the assessed needs of the child in relation to their emotional, physical, social, cultural, ethnic, linguistic and religious needs as well as proposed contact plans
Continued:

**Permanency Planning Meeting’s will (continued):**

- Formulate a profile of the child’s needs and match these against the proposed placements
- Develop a suitable Support Plan to contribute to the success and sustainability of the placement
- Ensure the child’s wishes are duly considered within the meeting
- Review the possible permanency options, with a view to agreeing one plan or several plans to be progressed concurrently
- Identify what needs to be done to achieve the chosen plan/s and agree who will do what and by when
- Track, monitor and advise upon direct work with child, including Life Story work / preparation and transition work
- Where there are differences of opinion between involved professionals the meeting should clarify these and identify a process for resolution. Where it is necessary for a senior management decision to be sought the PPM should identify the available options and the strengths and risks of each

**Membership:**

- Co-chair – rotated between Adoption Assessment Team Manager and Special Guardianship Advanced Practitioner
- Practitioners will complete a referral form, and they will be required to attend the meeting with their team manager
- Family Finder, where applicable
- Other involved professionals where appropriate. The IRO’s views are to be sought prior to the meeting if unable to attend
- Where appropriate the principle is for foster carers to be invited to the first meeting to share detailed information about the child and inform the planning process

**Frequency:**

The initial PPM should take place within 4 weeks of initial looked after review meeting. Subsequently, monthly update meetings until permanency achieved.

The minutes from the PPM will available within 5 working days, on Frameworki.