Belfast Health and Social Care Trust

CHILDREN'S COMMUNITY SERVICES (CCS)

TERMS OF REFERENCE

COMMITTEE	**OPTIONS PRIORITIZATION PANEL**
PURPOSE	The Resource Panel in Belfast Trust operated on a twice monthly basis, overseen by the directorate residential service and had capacity to provide 8 presentation slots on a monthly basis. A waiting list was also compiled and managed by the residential administrative support service. As part of the 'RIT Reforms' regionally within Residential Child Care, the Resource Panel was introduced in 2009 alongside a range of other operational policies (TCI, Administration, management of Drugs). There was an acceptance of the need to review and replace this panel to meet the immediate accommodation requirements caused by the escalation in the number of children Looked After in the Belfast Trust and to acknowledge and prioritize the care placements available. Therefore in May 2024 the directorate stood down the then Resource Panel and established an Options Prioritisation Panel as the best method with which to replace the Resource Panel and the additional waiting lists and pressures lists. A composite data base is monitored centrally by Heads of Service - Service Managers (CSMs) and informed by live data from Looked After Child admissions via the current patient / service user information system, alongside the current internal pressures agreed in April 2024 **Rationale** CCS operational teams are currently managing and responding to placement disruption as these arise and with as much planning as is possible in the context of wider placement and indeed workforce matters, which limits capacity to respond. 1. All admissions to Care are monitored and flagged **2.** All placements under pressure within the system are

	considered, in order that effective planning is promoted at the earliest opportunity, within the resources available.
MEMBERSHIP	**Chair:** Rotational between Service Managers (CSMs) **Membership:** • Information manager • Administration Support • The directorate Service Managers (CSMs) **In attendance:** Any Senior Professional or Senior Manager within the directorate or Trust will, where appropriate, be invited to attend. **Member Appointments:** As per the management and professional appointments **Quorum** The Group has a core membership of 9 plus administrative support. Members should endeavour to attend all meetings however in the event of annual leave or service emergency, in order to be quorate, a minimum of representation from placement services, FIT, CWD and LAC (alongside administrative support and Information management) will be required to be in place in order that the meeting takes place. CSMs may delegate to a Principal Social Worker (PSW) with sufficient oversight of placement issues and pressures in the event of not being able to attend.
DUTIES	The Panel will aim to monitor, prioritise and ensure best possible planning within the available resource, whilst using this rich data source to identify and flag up unmet need, emerging additional needs and the requirement to increase resource to a particular area. Additional emergent themes and trends will also be captured and flagged where necessary To achieve this, the Panel objectives will be: • To secure live 'in-week' data to review. (This will be provided to the shared Teams Database). • That CSMs will consult with their respective PSWs to establish assurances in respect of the Care planning • The monitoring of new LAC admissions • The consideration of placements identified on the data base as 'Under Pressure' • The review of data, effective of the week beginning Monday 20th May (i.e. information inputted by PARIS on the Monday 20th May, reflecting the previous weeks LAC admission activity) and the current pressures as of that week 20th May.

	• The review of information provided collectively and to share identified services available to inform care planning processes. • To oversee the projected placement availability and collectively prioritise and match accordingly • To maintain a record of each weeks template for data collection • To maintain the records on a shared Teams folder • To secure (appropriately trained in this system) administrative support to note and maintain the data base as the meeting takes place • To report to Co-Directors on the completion of the meeting all risks and placements that require further escalation • To ensure that all LAC placements still effective at the time of the 3 month LAC review have been referred to the Permanence Panel, in accordance with the regional permanence policy.
AUTHORITY	Authorised by Children's Community Services Senior Management Team to review any activity within its terms of reference. It may seek relevant information from any: • Employee; • Other Committee, subcommittees or group established within the Trust Assurance Framework to assist in the delivery of its functions.
MEETINGS	The Panel will meet on a weekly basis on a Thursday afternoon from 2 – 5 pm. The Escalation time slot from 4-5 pm will be maintained to provide opportunity for timely communication to Co-Director level. The 4-5 pm slot will be chaired by a Co-Director. The Panel will meet face to face with an online MSTeams link available
REPORTING	Administrative and Supporting Systems A central database will be established by Information manager and designed by the data required by CSMs The database will incorporate 6 categories 1. Children on the Edge of Care (CSMs to input as this is fluid) 2. All LAC admissions (commencing wb 13th May) 3. Unstable Placements (CSMs to input as is fluid) 4. LAC discharges pending but not yet achieved (CSMs to input)

	5. LAC admissions following 3 month LAC to be progressed to Permanence Panel (*for purpose of review (at Permanence Panel*) 6. Brief composite information for escalation if necessary Information Manager will input the previous weeks (up to midnight Sunday) LAC admissions to the database Administration support will assist in updating the database as the meeting is in progress Admin support will responsible for pulling together a composite briefing report for the end of the meeting
CONFLICT/ DECLARATION OF INTEREST	The Chair shall seek and record any declaration or conflict of interest from members prior to every meeting of the committee.
REVIEW	The operation of the Panel will be reviewed in 6 months post commencement. The CSMs will review w/b 18th November 2024 to ensure that the Panel is meeting the set objectives Amendments and changes can be made to the Panel function during this initial 6 month stage of establishment