

## **Local Delivery - Early Intervention and Prevention Panel**

### **Terms of Reference**

#### **Context**

The Buckinghamshire Local Delivery Framework is the vehicle for the Prevention and Early Intervention Strategy and has been agreed by the Children and Young People's Trust.

The County is divided into 8 Local Delivery Areas and using the agreed Common Processes and Integrated Working practices, all agencies will work together to ensure that children and young people's unmet needs are identified and support is directed to them. Each area has a panel, but for convenience the North and South areas each meet at the same place and time.

This new way of working requires changes in existing practice and a change in thinking. As part of this, when a Common Assessment (CAF) is completed, and the practitioner who completes it believes that multi-agency involvement will be required, the CAF will come to an Early Intervention and Prevention Panel in order for decisions to be made on the next steps.

#### **Purpose of panel**

- To assess CAFs for risk and if appropriate direct referral to Level 3 & 4 services if complex multi-disciplinary assessment is required.
- To review cases that are about to be closed to social care where the family would welcome on-going support
- To decide whether the Team around the Child (TAC) process is required and/or Lead Professional (LP) needs to be identified, and if so which services need to take part.
- If a TAC is not required, to recommend how the needs could be met within the initiating service.
- To consider if Team around the Provider (TAP) support is needed for the service that initiated the CAF.
- To recommend YISP
- To decide on whether a professionals meeting is required

#### **Composition**

Chair – Local Delivery Team Implementation Manager and managers from the following services. Not all services need to be represented at any given panel:

YOS

Social Care

Health - PCT

CAMHS

Educational Psychology Service

3<sup>rd</sup> Sector

A minimum of 3 members including the chair is a quorum.

#### **Frequency**

2 hours, twice monthly for each specific panel. There is a commitment to attend or send a fully briefed substitute.

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## **Process**

- The name and date of birth of the CAF subject will be circulated to panel members **and** METAS, Connexions, Exclusions and Reintegration team and Educational Welfare by secure means in advance.
- Discussion and decisions recorded on a standard form.
- Decision taken to recommend membership of a TAC.
- The LD Team will discuss the need to be part of a relevant TAC meeting, directly with individual services
- The LD Team will make necessary arrangements for TAC meetings – time and location.
- The CAF completer continues as Lead Professional until the TAC meets and will be expected to prepare the CYP/ family for the meeting.
- An information pack will be available to members of the panel so that they are clear about the task.

## **Review**

The Local Delivery Outcome group has oversight of the EIP panel. As the phases of the Programme roll out, changes may take place.