

Terms of Reference

North Tyneside CCG and North Tyneside Council

Children and Young People Complex Case Panel

1. Principles

All those commissioning or delivering children's services are responsible for:

- Focussing on assessed need and outcomes required;
- Ensuring the right services and provision are in place at the right time;
- Involving parents and carers - ensuring transparency and explaining decisions concerning the allocation of resources;
- Reviewing and evaluating how effective services are, taking into account the views of those who are using them;
- Assessing whether services continue to meet changing need.

2. Role

The Complex Case panel will:

- Consider the needs of children and young people who are eligible for either: children's continuing care, non-commissioned pathways of health and care, joint care between CCG and local authority;
- Consider the needs of children where a personal health budget is proposed as an option to meeting their needs;
- Consider EHCP plans for children and young people in receipt of high cost packages of care. Statutory Assessment of SEN will continue to be carried out by the Local Authority Statutory Assessment Team with access to SEND placements and support determined by the SEND Commissioning Panel;
- Identify young people aged 14 who are in receipt of packages to ensure effective and safe transition, ensuring a review of the care package is undertaken which includes the consideration of the threshold for adult services.
- Any case whose commissioned package includes health costs will need to be approved by the CCG, but will be tracked and reviewed via this panel.
- Section 117 aftercare cases will be considered through the existing Section 117 Panel.

3. Remit

- To ensure due process has been followed with regard to the individual's statutory rights and that these rights are adhered to by social care, health and education;
- To ensure all options to deliver and commission care have been explored;
- To make decisions and agreements on the health, social care and educational responsibility of jointly funded cases;
- To ensure the costing of every aspect of both health, social care and education provision within a care package is provided;

- To authorise, in exceptional circumstances, by nominated senior officers the placements of individuals awaiting decisions on funding to avoid delayed transfers of care and to ensure the safety of the individual;
- To provide financial agreement to fund care packages once all options have been explored via a robust assessment process;
- To validate and register CCG or LA Prior Approvals;
- To determine and monitor the review of high cost/complex care packages and placements to inform demand planning, commissioning process and the organisations' investment strategies and financial planning;
- To follow up, clarify or address any practice shortfalls identified during panel business;
- To maintain an active register of decisions, funding agreements and review timescales.

4. Membership

The membership of the group is as follows:

- Social care representative;
- Education representative - Head SEN/Vulnerable learners;
- Children Continuing Care Nurse specialist;
- North of England Commissioning Support (NECS);
- LA and CCG Children's Commissioning leads.

5. Frequency of the meeting

The panel will meet monthly.

6. Emergency arrangements

Where there is an urgent need to consider a complex case request, a virtual panel will review referral information shared via secure email. Any decision will be subject to review at the next monthly panel meeting.

7. Secretariat

Panels will be supported by Local Authority HECS Support Team. Requests for referral and supporting papers will be required at least 5 days in advance of the meeting. Any urgent referrals less than 5 days before the meeting will need to be authorised and presented by the senior management attending the panel.

8. Conflicts of interest

Members should complete a declaration of interest annually and whenever appropriate. If a member feels compromised by any agenda item they should declare a conflict of interest and leave for that agenda item.

9. Accountability

The panel is accountable to the CCG Executive and Local Authority.

The CCG and LA will receive summary reports (via the individual package of care reports) on a quarterly basis summarising decisions made, funding agreed and review arrangements.

10. Quorum

The meeting will be quorate with:

- A CCG representative;
- A LA social care representative;
- A LA Education representative.

11. Dispute Escalation Process

Where the panel are unable to agree funding split the escalation process will be to LA Director of Children's and Adult Services and CCG Director of Contracting and Commissioning

12. Review

The Terms of Reference will be reviewed in 6 months