



Central Bedfordshire Allocation Panels Procedure and Overview

- Central Bedfordshire Allocation Panel
- Joint Agency Panel
- Children with Disabilities Panel

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1. Section One: Introduction

1.1 Central Bedfordshire Children's Services manage resources through a panel process. This document outlines the different panels and access criteria. The panels are a mechanism to support the delivery of seamless, timely and needs-led services for children and families and to ensure effective use of resources across services.

- **Services for Children with Specialist / High Risk** needs e.g. Adoption, Fostering, Residential and In-patient care and Respite care.
- **Services for Children with Complex needs** e.g. Social Care Services, CAMHS, Youth Offending, Continuing Care, targeted parenting support, substance misuse services, services for Looked After Children and young people Leaving Care, Children with Disabilities, Adoption Support, Special Guardianship Order (SGO) Support
- **Services for Children with Additional Needs** e.g. SEN, Special Schools, Speech and Language Therapy, Education Psychology, Education Welfare, Mentoring schemes, Child care, Parenting group work programmes, Targeted Youth Services, Group-work programmes for children and young people, Young Carers' Services, Home-school Family Workers, Primary Mental Health Workers, School Nurse Clinics, Behaviour Support Services to schools, Targeted health visitor programmes, Connexions, Youth Inclusion Support Programme / Youth Inclusion Programme, Family Support Services offering individualised support/assessment, Domestic Violence group-work programmes and Children's Fund Projects.

- **Services for all children in identified areas** e.g. Children's Centres/Sure Start. Services are designed to help combat the factors we know are associated with poor outcomes for children. The main ones are:
 - poor parenting skills,
 - obesity,
 - post-natal depression among mothers,
 - low birth weight,
 - teenage pregnancy,
 - alcohol/substance misuse,
 - low income and parental unemployment,
 - homelessness,
 - individual characteristics such as intelligence,
 - community factors, such as living in a disadvantaged neighbourhood.

- **Services for all children and families** e.g. GPs, Health Visitors, School Nurses, Connexions, Child Health Promotion, Nurseries, School Improvement, Children and Young People Information Services, Extended Schools programmes and Youth Services.

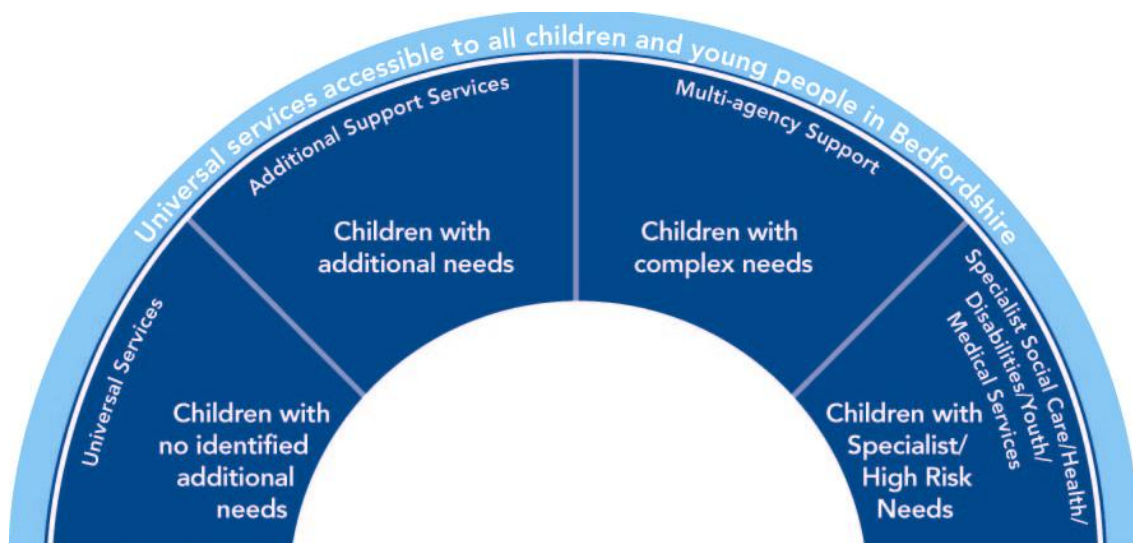


Figure 1: This model demonstrates the different thresholds and access points for services available for children and families in Central Bedfordshire. The Children in Need procedures available on the Council's website outline in more detail the underpinning local framework.

1.2 The Private, Voluntary and Independent sectors have a key role in all the differing levels of service delivery.

1.3 ***A broad range and level of interventions is available within Central Bedfordshire.***

- **The Joint Agency Panel (JAP):** meets monthly and agrees joint or tripartite funding for accommodation or support packages for children with complex and challenging needs. Commissioners and practitioners from Children's Services (Education, Social Care, Youth) and Health form the panel. Through this panel we have been able to develop multi-agency packages of interventions to enable children who would have previously accessed out of county provision to remain living within the county.
- **The Central Bedfordshire Allocation Panel (CBAP):** meets weekly and is responsible for agreeing high-level family support, therapy and specialist social care interventions including court proceeding requests for specialist reports as an alternative to accommodating children, care and criminal justice proceedings, accommodation and therapy linked to court proceedings. This has provided a 'gate keeping' forum and drives our preventive focus enabling more children and young people to remain living at home or in their local community. All allocations of service provision are reviewed on a regular basis to ensure desired outcomes are being met. Children's Services commissioners and Heads of Service form this panel.

- **The Children with Disabilities Allocation Panel (CDAP):** meets weekly and is responsible for agreeing packages of social care support for children open to the Children with Disabilities Teams. The exception to this is for those cases which are in care or criminal justice proceedings, where children are subject to a child protection plan, where the child is looked after by the authority on a full time basis or when there is a financial contribution from an additional agency such as health. These exceptions will be heard by CBAP or JAP as appropriate. This panel ensures that all allocations of service provision including direct payments are reviewed on a regular basis to ensure desired outcomes are being met.

2. Section Two: Central Bedfordshire Allocation Panel

2.1 The Central Bedfordshire Allocation Panel (CBAP) contributes to resource allocation, management and is another forum that can identify and support the management of risks or presenting needs following a social work assessment. It is not a case management panel. It contributes to the following areas ;

- Managing the threshold for access to the Looked After System.
- Agreeing funding and monitoring resource intensive, alternative intervention strategies in relation to Value for Money principles.
- Monitoring exit and transition strategies.
- Monitoring areas in which clarity and/or risk sharing is required in Child Care Planning.
- Ensuring that the resources are appropriately allocated.

Including the following specific budgets:

- Foster Care Placement budget
- Adoption Support budget
- Residential Care budget
- Legal budget
- High Level Family Support budgets
- Professional Services and alternative Education / therapy Support budgets

2.2 The purpose of CBAP is to allocate resources according to the needs of children being identified as having Complex or Specialist / High Risk needs.

3. Membership of CBAP

3.1 CBAP consists of:

Core Panel Members:

- Head of Safeguarding and Children in Care
- Head of Fostering and Adoption
- Commissioning officer
- Panel Coordinator

Roles and Responsibilities

3.2 **Chairperson – Head of Safeguarding and Children in Care**

- (a) Chair CBAP meetings, ensuring the views of all the members are brought to bear on how best to meet the assessed needs as presented by the social worker.
- (b) Agree the recommendations, proposals and action plans of the meeting, which promotes best practice within the resources we have available and the timescales we must meet.
- (c) Agree the allocation of tasks to CBAP members that may facilitate the care/service plan, and ensure completion, within agreed timescales.
- (d) Ensure constructive questioning and challenges to the proposed plans presented in order to see whether there is a better, or more effective, or more value for money, to provide the service, whilst achieving the desired outcome.

- (e) Feedback to practitioners on their presentation and give them good practice examples to aid learning

3.3 Commissioning Officer

- (a) To identify unmet need.
- (b) To advise the panel about potential resources available.
- (c) To advise the panel about any known provider concerns.
- (d) Work with individual teams/workers to access resources agreed.

3.4 Head of Adoption and Fostering

- (a) Contributes to the discussion of the assessment material brought to CBAP.
- (b) Advise CBAP on the current options available for a fostering and/or adoption placement based on the presented need. Where options are limited, consider alternative, creative solutions.
- (c) Work with individual teams / workers on accessing fostering and adoption, placement options and behaviour support resources agreed by CBAP.

3.5 Panel Coordinator Support

- (a) Ensure that decision sheets are recorded and distributed in the agreed timescales.
- (b) Ensure there is an effective information point for booking and agenda planning.
- (c) Ensure there are systems in place to disseminate the required paperwork to CBAP members within the agreed timescales.

4. The Assessment Framework

4.1 The Assessment Framework emphasises that the assessment is not an end in itself but a process, which will lead to an improvement in the well-being or outcomes for a child or young person. The conclusion of an assessment should result in:

- an analysis of the needs of the child and the parenting capacity to respond appropriately to those needs within their family context;
- identification of whether and, if so, where intervention will be required to secure the well-being of the child or young person; and
- a realistic plan of action (including services to be provided), detailing who has responsibility for action, a timetable and a process for review.

4.2 Generally, all these phases of the assessment process should be undertaken in partnership with the child and key family members, and with their agreement. This includes finalising the plan of action. There may be exceptions when there are concerns that a child is suffering or may be suffering significant harm.

Analysis

4.3 CBAP relies on good analysis to identify the underlying needs of the child and family. The analysis stage should therefore take the following into account:

- A child's needs must be based on knowledge of what would be expected of this child's development.
- Parenting capacity should draw on knowledge about what would be reasonable to expect of parental care given to a similar child.

- Family and environmental factors should draw on knowledge about the impact these will have on both parenting capacity and directly on a child's development.

Judgements

4.4 Clear judgements are needed by CBAP to enable targeted allocation of resources according to the actual needs of the individual child and their family. Critical at this phase will be judgements about a number of key issues:

- Determining what has been happening and whether this is a child in need and who also is in need of protection [and which thresholds for services criteria are met].
- Understanding the child and family context sufficiently to be able to secure the child's well-being or safety.
- Assessing the likelihood of change.
- Reviewing whether such change is being achieved.

5. Decision Making

5.1 In drawing up a plan of intervention, careful distinction should be made between **judgements** about the child's developmental needs and parenting capacity and **decisions** about how best to address these at different points in time. These decisions will have to take account of a number of factors including:

- How existing good relationships and experiences can be nurtured and enhanced.
- What types of interventions are known to have the best outcomes for the particular circumstances of the child who has been assessed as being in need.
- What the child and family can cope with at each stage.

- How the necessary resources can be mobilised within the family's network and within professional agencies.
 - What alternative interventions are available if the resources of choice cannot be secured?
 - Ensuring interventions achieve early success and have a beneficial impact. The self-esteem of children and parents is critical to the outcome of longer-term intervention.
 - There may be an optimal hierarchy of interventions, which will require distinguishing between what is achievable in the short term, what will have maximum impact on the child and family's well-being and what are the long term goals.
 - Identifying what the child regards as highest priority.
 - It will be essential to achieve some parts of a proposed intervention within a predetermined timescale, in order to meet the child's needs. Other components of a plan will be less pressing and although desirable to achieve, not considered necessary for the prevention of future significant harm.
- 5.2 Underlying these critical considerations is the importance of keeping the child at the centre of the planning process. Three key aspects of a child's health and development must inform the content and timing of the plan.
- Ensuring the child's safety;
 - Remembering that a child cannot wait indefinitely; and
 - Maintaining a child's learning [in the broadest terms].
- 5.3 CBAP in conjunction with the Inter-agency Children In Need Procedures, Joint Agency Investigation Procedures, the Department's Supervision and Managerial processes have a central role in the Child Care Planning and decision making process.

5.4 Addressing Issues concerning Disability

The Disability Discrimination Act requires us to take reasonable steps to ensure that we do not discriminate against disabled children. Along with other authorities our service response to Disabled Children is an area of concern. Too many Disabled Children receive care and more particularly institutional care as the main service response and generally the wishes and feelings of Disabled Children are not fully explored. We need to be as creative in meeting the needs and understanding the wishes and feelings of Children with Disabilities as we are with children who do not have a disability.

5.5 Key Practice Issues - disability

Children's Services definition of disability under the Children Act 1989 is different from those used in Health's and Education's eligibility criteria. A disabled child under the Children Act is one who has a "substantial and permanent" disability and where meeting the needs arising from their disability requires more support than is usually available through the capacity of their parents/carers and universal provision.

5.6 Carers and Disabled Children Act 2000

The Act requires local authorities who receive a request for a carer's assessment to assess the carer's needs and provide services which they think are appropriate and will support the carer to continue in their caring role. The services provided may be physical help or other forms of support. No such provision was made in relation to children's services because local authorities can provide services to the family under section 17A of the Children Act 1989. Local authorities now have the power to provide direct payments to:

- parents of disabled children
- carers for their own services
- Young disabled people ages 16 and 17
- Young Carers (over the age of 16) of disabled adults

5.7 The Carers (Equal Opportunities) Act 2004

This introduced a legal obligation on social services to inform carers of their rights. It ensures that work, lifelong learning and leisure are considered when a carer is assessed. It also allows social services to ask housing, health and education authorities as well as other local authorities for help to support carers.

5.8 It is only likely in exceptional circumstances that children under 3 should be requiring services because of their disability, as any child under 3 would require a high level of care from their parents or carers.

5.10 Where a family has a child with a disability and the child or family are in need of services, it must be clear on what assessment of needs and intended outcomes basis these services are being provided. This is important as it then informs our provision of services; e.g. services in these situations may include counselling and mainstream Family Support Services.

5.11 Criteria for CWD cases that need to come to CBAP are the same as those for mainstream field care teams, with the exception of high-level family support packages which will be heard by the CWD allocation panel (CDAP) if there are no other features of the case that require presentation to CBAP or JAP (namely children looked after on full-time or shared care basis, children subject to a child protection plan, or children subject to care or criminal proceedings - see CWD Allocation Panel below).

6. Threshold for Access to the Looked After System

6.1 The panels ensure a consistent approach to managing the number of children who access the looked after system. For the threshold for

access to the looked after system to be met then the panel must consider:

- That the proposed plan will bring substantial benefits to the child's long-term well-being in terms of health, development and educational achievement.
- All potential alternative placements within the family have been considered and found to be unsuitable.
- That the Partnership route through the provision of services has been exhausted (Care Proceedings only).
- That the legal threshold for Significant Harm is met. (Care Proceedings only).

NB: Clearly where there is immediate substantial risk to life, there will be no delay in proceeding through this criterion.

7. Specific Duties in Relation to Looked After Children

- Every effort will be made to provide services that will enable children and young people to remain within their own family or community.
- Services will be provided in a planned way, responding to individual need, with identified outcomes and not constrained by the types of service which are easily available and include economic well-being.
- In matching needs to service interventions CBAP will aim to provide for good long-term outcomes in terms of health, development and educational achievement.
- In meeting needs a number of different service interventions may be deemed suitable by CBAP.
- The Head of Service for Safeguarding and Looked After children (HSLAC) in consultation with the frontline teams makes the final

decision about accommodation. Consultation is available with the Assistant Director children's Services operations when required.

- The HOS SLAC will ensure that before a decision is made about a child or young person who is being Looked After, or in the process of being Looked After; that so far as is reasonably practicable the wishes and feelings of the child or young person, his/her parents, anyone who is not his/her parent, but has parental responsibility for him/her and anyone else whose wishes and feelings the Local Authority consider to be relevant and have been ascertained on the issues to be decided.

AND

That due consideration is given to such wishes and feelings, as we have been able to ascertain (in the case of the child or young person having due regard to his/her age and understanding).

AND

To the child or young person's race, religion, cultural and linguistic backgrounds (Section 22 (4) and (5) of the Children Act 1989) disability and sexual orientation (where relevant)

- CBAP will ensure that in the case of any child or young person who is accommodated, our duty to safeguard and promote his/her welfare is considered and that any resources required from CBAP promotes and safeguards his/her welfare.
- CBAP will ensure that where we provide accommodation for children or young people being Looked After, where possible the accommodation is near the child or young person's family home, and is with any siblings who are also accommodated, so far as this is reasonably practicable, and is consistent with the child or young

person's welfare and our duties under Part 3 of the Children Act 1989. In addition CBAP will ensure that our duties in relation to the promotion of contact are considered and that the decision made is consistent with those duties.

- CBAP will ensure that, in so far as is reasonably practicable, where we provide accommodation for a disabled child or young person who is being Looked After, the accommodation is suitable for his/her particular needs.
- In addition CBAP will ensure that when a placement is being considered, our duty to make immediate and long-term arrangements for the placement of the child or young person, who is to be placed is considered; and that regard is given to the immediate and long-term arrangements for the child or young person, previous arrangements in respect of the child or young person, and whether a change in those arrangements is needed, and consideration of alternative causes of action.

8. CBAP Meetings

8.1 CBAP will meet every Thursday, except Public Holidays at Chicksands, Priory House, Shefford between 9.00- 12.00pm

8.2 Normally 10 minutes will be set aside to discuss each case presented to the panel. If a complex case is identified, this needs to be allocated a double slot, increasing the time to 20 minutes for the cases to be heard.

9. Cases That Need to Come to CBAP

9.1 The following cases need to be brought to CBAP:

- **Where an assessment identifies that a child or young person's needs may require a full time Looked After Placement.**

- **Where an assessment identifies that a child or young person's needs may require crisis intervention to avert accommodation under Section 17, 18 or 20 of the Children Act 1989), except children allocated to a Children with Disabilities Team whose case meets the CWD Allocation Panel criteria**

9.2 Services that can be provided include:

- Childminding
- Ongoing transport
- High level family support
- Supervised family contact
- Family Centre support
- Specialist therapy
- Review of arrangements according to the Public law Outline procedures as from 1 April 2008 and any resources that need to be accessed to avert taking children into proceedings
- Out of county Independent Fostering Agency or In house Foster care placement
- Out of county or in house residential placement
- Respite care (not CWD – this goes to CWD panel)
- Residence Order / Special Guardianship financial support
- Family Group meeting. However, social workers should have already considered using a Family Group Meeting before attending CBAP. The idea is that a Family Group Meeting can be used at the beginning of the Social Worker's intervention rather than when a high level of need has been reached (when accommodation maybe required).

9.3 CBAP does not agree funding for:

- holidays for children,

- childminding (unless this is required longer than 3 months and part of a wider package of support),
- transport,
- low level CWD home support (disability services, this is agreed by the CWD Allocation Panel),
- day care (unless part of a high level family support package).

9.4 These should all come out of section 17 budgets and be agreed by appropriate Head of Service or be referred directly to existing contracted services e.g. Contact – Action for Children

9.5 **Cases that need levels of risk shared and or acknowledging drift** - must be shared with Senior Managers immediately after the panel to explore alternative options in risk management if required.

9.6 **Legal Orders** – where an assessment identifies that a child or young person is in need of protection and which may require the use of legal orders. Also experts costs.

9.7 **Specialist Provision** – where a Core Assessment identifies that the best interests of a young person or child may be met through a placement in a specialist provision. E.g. mother and baby unit.

9.8 **Emergency and unplanned Looked After Placements** - these would normally have occurred via Emergency Duty Team (EDT), or where an Emergency Protection Order (EPO) or Police Protection has been taken. Where a placement was needed in an emergency, the case must be presented to the next available CBAP, unless a return home has been achieved or is likely to be achieved within 7 days of admission. Children will only be offered emergency unplanned placements in exceptional circumstances where there are severe risks of significant harm, which requires urgent action.

- 9.9 **Interagency Adoptions** – following presentation to Adoption and Permanency Panel and agreement that adoption is in the best interests of the child or young person, and the needs of the child can not be met from an in-house resource, it may be presented at CBAP.
- 9.10 **Extensions to previously agreed time-limited placements** – normally any extension to previously agreed placements must come back to CBAP. **Exceptions are when** the request is for 7 days or less **and** Fostering and Adoption and the carer/s are in agreement with the plan **and** the Head of Service SLAC and Assistant Director have given agreement. Research clearly demonstrates that a child not returned to their family within 6-8 weeks is much more likely to remain in long-term care. In principle, all accommodated children will be placed within our own provision. If no in-house resource is available IFA approval will be given alongside robust searching for an appropriate in-house resource. All IFAs will be reviewed by CBAP at 3-month intervals.
- 9.11 **Extensions to previously agreed Intensive Family Support** – these services must be reviewed at CBAP at a minimum of 3 monthly intervals.

10. Special Guardianship, Residence Orders and Adoption Order Support

- 10.1 Requests for Special Guardianship Order, Residence Order and Adoption Order packages of support should come to CBAP with the final plan being signed off by the Head of Service Fostering and Adoption.

11. Booking a slot at CBAP

- 11.1 To book a time at CBAP you need in the first instance to complete a CBAP Application Form and e-mail this to the panel coordinator (BapJapInboxCentral@centralbedfordshire.gov.uk) requesting a slot and an appointment will be sent via e-mail. If you have any queries

regarding this appointment please contact panel coordinator on telephone number is 0300 300 4274 or via email.

11.2 All application forms must be agreed and dated by Social Worker and Team Manager/Head of Service. Requests for consideration of legal proceedings must first be agreed by the HOS SLAC.

11.3 One of the CBAP slots will be held for emergency cases and to access one of these slots you will need to speak to the panel coordinator.

11.4 At the time of booking you will be asked to email the relevant paperwork:

- CBAP application, this should include a brief summary and a clear outline of the plan and requests to be made.

11.5 Where a specialist placement is being requested the information provided must include evidence that:

- Those with parental responsibility and other agencies, particularly Health and Education have been consulted..
- The physical, emotional, social, racial, cultural, health and educational needs of the child will be met.
- There is a clear plan and identified tasks, which includes planning to return the child or young person to the Local Authority. (An exit strategy)
- The child's wishes and feelings have been included /assessed.
- Arrangements for contact are agreed.
- The proposed placement is the best option to meet the child or young person's needs at this time.
- Where the need indicates an extension or change to an established placement, a report from the provider service should be made available.

Reports and notes on non-departmental formats are not acceptable.

11.6 The draft agenda is sent out the preceding week either Tuesday or Wednesday, therefore papers (unless an emergency slot) need to be with the panel coordinator at the latest by close of business on Thursday the week before your attendance at CBAP. This is so that the papers can be sent to panel members before CBAP meets. The Panel Coordinator will notify the Heads of Service on the Friday morning of any paperwork still outstanding and if still not received by Monday 12pm these cases may be removed from the agenda and rebooked into the next available space. Failure to attend your review date may result in resources being stopped.

12. Who Should Attend

12.1 The allocated professional who has submitted the CBAP application, his or her Team Manager or Deputy Team Manager may choose to accompany, but this is not mandatory.

12.2 On occasions other people may be invited to attend CBAP for a particular discussion on a case. For example a representative from the adult services may attend if a particular transitions package or work with parents with LD is needed. In another case it may be appropriate that a health or education professional attend; however it is likely that these cases would be more appropriately heard at the Joint Agency Panel (JAP).

12.3 It is not appropriate for parents or young people to attend CBAP meetings, given the limited time available for each case discussion and the role of the Social Worker in obtaining their views, identifying their needs, and following CBAP agreeing a detailed Children In Need plan.

N.B. Requests for additional attendees need to be agreed by the HOS SLAC, Chair.

13. CBAP Decisions

- 13.1 Decisions will be made on the day in most cases, but where this is not possible clear time-scales for a decision will be made.
- 13.2 Decisions will be recorded on the decision part of the CBAP Application typed, and then emailed to panel members, and to Social Workers and others who may have attended. This will normally occur the Monday following panel.
- 13.3 The complete CBAP Application/Decision Sheet should be placed on the child or young person's file and also attached the child/young people's record on SWIFT.
- 13.4 Normally all service provisions agreed at CBAP will be subject to review and review dates will be set on the day of the decision being made.
- 13.5 It is the responsibility of the allocated social worker to inform the parents/carers and young person of the CBAP decision. Any feedback about the decision, including disagreement should be discussed with the social worker's team manager.

15. Emergency support

CBAP

- 15.1 Requests for emergency support in respect of Family Support or Externally Commissioned Placements should go to Head of Service SLAC.
- 15.2 *CBAP applications should still be completed for emergency requests, the chair will then ensure decision is completed, sent back to the Team Manager and panel coordinator. A copy will be placed on the child's file and records.*
- 15.3 Out of panel requests for family assistance (separate form - see appendix 1) go to Head of Service SLAC.

CDAP

- 15.4 Request for emergency support for Children with Disabilities to go to Head of Service Children with Disabilities.

16. Section Three: Joint Agency Panel

- 16.1 The Joint Allocation Panel [JAP] plays a critical role for Children's Services and Health in its management of its services for children with complex needs by:
- Managing the threshold for access to services.
 - Agreeing funding and monitoring resource intensive packages of interventions in relation to Value for Money principles.

- Monitoring exit and transition strategies.
- Monitoring areas in which clarity and/or risk sharing is required in Child Care Planning.
- Ensuring that the resources are appropriately allocated.

16.2 The following CBAP Procedures apply to JAP:

- 4 – Assessment Framework
- 6 – Threshold for access to Looked After system
- 7 – Specific Duties in relation to Looked After Children
- 13 – BAP decisions

17. JAP Meetings

17.1 JAP will meet the third Thursday of every month except on Public Holidays at Chicksands, Priory House Shefford, between 1 and 5pm.

17.2 Normally 15 minutes will be set aside to discuss each case presented to the panel.

17.3 The Head of Service for Children with Disabilities will chair the meeting.

17.4 The membership of JAP is:

- CAMH Clinician
- Continuing Care Manager
- Head of Commissioning Health
- Assessment and Monitoring Manager
- Head of Children with a Disability Service (Chair)
- CWD Team Nurse

18. Cases that Need to Come to JAP

18.1 Cases that meet the access criteria for service intervention (i.e. Children with Complex Needs or Specialist / High Risk needs) **AND** where it has been assessed and agreed by Education, Health or Social Care professionals that to meet assessed identified needs significant resources from at least two professional groups are needed:

- 1) Health
- 2) Education
- 3) Social Care

18.2 The following cases need to come to JAP:-

- See part 9 of CBAP procedures and in addition where it has been assessed that a child needs
- Continuing Care services
- CAMH services
- Specialist Health or Education externally commissioned placement
- Youth Offending services

19. Booking a Slot at JAP

19.1 For Health, Social Care and Education professionals to book a slot at JAP follow part 11 of the CBAP procedures; however Education and Health professionals may replace Social Care paperwork with their equivalent as long as the same level of detail is provided.

20. Who Should Attend

20.1 Refer to part 12 in CBAP procedures. However it is expected that a minimum of two professionals from differing agencies will present the case together.

21. Section Four: Children with Disabilities Allocation Panel (CDAP)

21.1 The Children with Disabilities Allocation Panel supports CBAP and JAP in managing services specifically for children with disabilities by:

- Managing the threshold for access to family support services provided under Section 17 and overnight respite packages under Section 20 of the Children Act 1989
- Agreeing funding and monitoring resource intensive packages of interventions in relation to Value for Money principles.
- Monitoring exit and transition strategies.
- Ensuring that the resources are appropriately allocated including the budgets for:
 - Children with Disabilities residential and home support services
 - Children with Disabilities High Level Family Support budget
- Ensuring wherever possible that children with disabilities and their families are enabled to access universal services wherever possible including direct payments.

21.2 **The following CBAP Procedures apply to CDAP**

- 4 – Assessment Framework
- 7 – Specific Duties in relation to Looked After Children
- 13 – CBAP decisions
- 14 – Links with other panels

22. CDAP Meeting

22.1 Children with Disabilities Allocation Panel will meet weekly on Thursday afternoons between 1.00 and 5.00pm except on Public Holidays at Houghton Lodge, Ampthill

22.2 Normally 10 minutes will be set aside to discuss each case presented to the panel.

22.3 The membership of the panel is:

- Resource Manager Children with Disabilities
- Head of Service for Children with Disabilities
- Commissioning Manager Children with Disabilities
- Children with Disabilities Team Managers (shared on rota basis between 2 team managers Deputy TMs or Senior Practitioners)
- Children with Disabilities Unit Managers (shared on rota basis between unit managers and Deputy Managers)

23. Cases that Come to CDAP

23.1 Cases that are allocated or resourced by a Child with Disabilities social work team are eligible to come to the panel.

23.2 The following cases must be presented:

- Where an assessment identifies that a child or young person's needs may require a Family Support package (including respite care) (under Section 17, 18 or 20 of the Children Act
- Where existing resources, including direct payments, are provided to meet a child or young person's needs

24. Booking a Slot at CDAP

24.1 To book a time at Children with Disabilities Allocation Panel you need in the first instance to complete a CBAP Application Form and request a panel slot by e-mail to RapJapInboxCentral@centralbedfordshire.gov.uk and an appointment will be sent to you via e-mail. If you have any queries regarding this appointment please contact panel coordinator on 0300 300 4274 or via email.

24.2 **All application forms must be agreed and dated by Social Worker and Team Manager/Head of Service.**

24.3 The paperwork to be submitted is the same as that for a CBAP/JAP application and must be sent to the panel administrator by the end of Thursday afternoon for the panel on the following week.

25. Who Should Attend

25.1 Unless advised otherwise, the allocated social worker should attend. Once the panel is established, it is likely that where cases are being reviewed and no change in the care package is being requested, these will be heard without social worker attendance, as long as the submitted paperwork gives sufficient detail as to how continuation of the existing resources remains the best way of meeting identified needs. Panel will advise when setting a review date those cases where social workers do not have to attend.

APPENDIX 1

**Central Bedfordshire Allocation Panel
Financial Request outside CBAP**

Send to HOS Safeguarding and Looked After Children.

Note: Implementation of this request following agreement from AD will be 7 working days.

When agreed this request to be filed in CBAP E-file by admin/ Child's Swift record and child's file.

Date of Request	
Name(s) of Child(ren)/Young Person(s)	
Gender	
DOB	
Age	
Mars/Swifts ID	
Ethnicity	
Address	
Team	

Goods/Service Requested	Tick appropriate box	Cost
Furniture	<input type="checkbox"/>	
White Goods	<input type="checkbox"/>	
Carpets	<input type="checkbox"/>	
Skip	<input type="checkbox"/>	
Cleaning Service	<input type="checkbox"/>	
Garden Service	<input type="checkbox"/>	
Summer activities/holiday clubs	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Details of request <ul style="list-style-type: none">• This must include:-• Assessment of need and impact agreement of request would have on the family.• Evidence of alternative sources of funding explored e.g grants, charities.	
Date	
Authorised by Social Worker	
Authorised by Team Manager / Head of Service	
Agreed by AD Commissioning or delegated Head of Commissioning in his/her absence	
Amount Agreed	
Date return to panel if applicable	