

Children & Young People's Services
Localities & Safeguarding
Resource Allocation Panel (RAP) – Terms of Reference

Frequency

RAP will take place on a weekly basis.

Role

The Resource Allocation Panel was set up as part of the implementation of the “Reclaiming Front Line Practice” model. The Panel occurs on a weekly basis and will be subject to review as the model develops. In addition to key decision making and management oversight, the panel will aim to promote systemic thinking in all areas of practice.

Key functions of RAP

The primary functions of the panel are as follows:

1. To make key decisions in relation to all children and young people entering the Looked After Children system
2. To make key decisions regarding all proposed care proceedings
3. To review cases and make recommendations (to the City Manager) regarding children with complex needs, where local provision is insufficient to meet the placement needs of a child or young person

The RAP will work to (key principles):

- ensure that, where possible, every consideration is given to maintaining a child or young person safely within their home environment, extended family or the community.
- promote appropriate packages of support to enable children and young people to remain safely within their local community.
- ensure that there is appropriate senior management oversight of complex casework.
- identify unmet need, key practice themes and any resource implications and escalate where necessary.
- identify and promote good practice across the service and partnership.

Core Membership

The Panel will be chaired on a rota basis by Assistant City Managers, including; Michele Priest, Rachel Donnachie, Alex Campbell, Niki Heffernan & Tracey Stericker.

Michele Priest	-	Chair and decision maker
Rachel Donnachie	-	Chair and decision maker
Alex Campbell	-	Chair and decision maker
Niki Heffernan	-	Chair and decision maker
Tracey Stericker	-	Chair and decision maker

Additional core membership includes;

Tracey Butterworth - Panel co-ordinator

Placement Commissioning Team - on rota basis

Education Advisor

Psychologist - Patricia Ross

ICRO representative (to attend on a rota basis)

Legal Services - Advisor (to be carried out on a rota basis)

Group Manager - Advisor (to attend on a rota basis)

When to Use the Panel

1. To consider requests for legal gateway meetings and permission for children to be accommodated, including:

- section 20 placements (including retrospective approval)
- court applications and orders – Interim Care Orders, secure accommodation and retrospective approval for Emergency protection Orders

2. To provide management oversight of complex cases which require senior manager direction and/or additional resources.

3. Consideration and recommendation regarding child focused placements which may require external commissioning arrangements, including joint funding.

Timetable for requests for Panel

RAP Panel – timetable				
Friday – 3pm deadline	Monday – by 12 noon	Monday - PM	Tuesday	Wednesday
All requests for RAP to be completed and authorised on Liquid Logic and ensure genogram on file with SW Assessment completed in last 2 months unless emergency new referral.	Group Managers to authorise case to proceed to RAP	Panel papers emailed out to all and printed off for Chairs of panel to be given at least 1.5 days to read before panel meeting.	Receive feedback/advice from Legal Officers and send to RAP Panel members	1.30 – 5pm RAP Panel meeting.

June 2017