

**HULL CHILDREN AND YOUNG PEOPLE'S  
JOINT COMMISSIONING (COMPLEX NEEDS) PANEL  
TERMS OF REFERENCE**

**1. Purpose;**

- 1.1. The purpose of the Children and Young People's Joint Commissioning (Complex Needs) Panel (JCP) is to facilitate joint planning and commissioning for children and young people with complex needs.
- 1.2 It will consider provision for children and young people who have significant and complex health, education and social care needs and where current services are:
  - facing significant challenge providing for their needs and are/or are considering change to current provision, and/or
  - needs cannot or are not being met within existing resources.

**2. Aims and Objectives;**

- 2.1 The primary aim of the JCP is to ensure the child/young person's education, health and social care needs are met and to ensure requests for resources are responsive to assessed need.
- 2.2 The Panel also aims to make the most effective and efficient uses of available resources, taking into account the needs of children and young people in Hull. Funding arrangements will be made within the financial protocols agreed by partner agencies.
- 2.3 The Panel will ensure provision is used in a timely and planned way to maximise value for money.
- 2.4 The Panel will consider and recommend the level of each agency's contribution to any proposed package and/or personal budget. Any proposed funding split between social care, health and education will be appropriate and proportionate to the child/young person's assessed needs and outcome-based care plan. The partner agencies will not make a commitment to a package/personal budget on behalf of any other agency or service. Emergency placements will need to involve commitment in principle of all partner agencies.

### **3. Responsibilities;**

3.1 The JCP will agree care plans, the provision of care, future care and risk agreements.

3.2 It will be attended by the appropriate budget holder or an officer who can make recommendations to the appropriate budget holder /organisation decision maker in accordance with that organisations financial delegation.

3.3 The JCP is a key aspect of integrated working and it is important therefore that members attend all meetings or ensure that their nominated deputy attends in their absence. This is to ensure there is no unnecessary delay in decision-making.

### **4. Arrangements for the meetings:**

4.1 The Panel will meet monthly.

4.2 The meeting will address the commissioning of placements and other resources for children with complex needs such as emotional, social and mental health needs.

4.3 Cases to be discussed at each meeting will be identified by partner agencies and agreed by Panel representatives.

4.4 All cases must be booked in with the Panel administrator at least one week before the meeting and the relevant paperwork received no more than three working days before the meeting.

4.5 The relevant paperwork to be submitted is as follows:

- For existing cases: breakdown of placement costs – health, education and social care
- For new cases – most recent assessment information from agency presenting the case

4.6 The chair will rotate every six months. From September 2015, the ASM ILAC will chair the meeting.

4.7 The Panel Decision Record and minutes will be written by the panel administrator then reviewed by the Chair of the meeting and communicated to the relevant parties within 5 days of the meeting.

4.8 Cases will be brought back to Panel for review as identified by the panel as appropriate

4.9 Where members are unable to attend the JCP, apologies should be sent to the Panel administrator with details of any relevant nominated deputy.

## 5. Membership

Job Title	Organisation
Assistant City Manager: (MP and/or NH)	Hull City Council
Head of Vulnerable People (MB)	NHS Hull CCG
Senior Commissioning Case Manager (AP)	NHS Hull CCG
Representative from SEN section	Hull CC
Commissioning Manager (JD)	Hull CC
CAMHS representation (PR)	Humber NHS FT
Deputy Head of Virtual School (CM)	Hull CC
Representative from Adults Services (RC)	Hull CC

## 6. Quorum

6.1 CCG and Council representation as a minimum

## 7. Governance and Accountability

7.1 The JCP has no delegated budget assigned to it. The Panel can make both recommendations and decisions. Any recommendations made as a result of the JCP will be referred to the relevant budget holders for completion of a decision record.

7.2 Arrangements for signing of contracts to be agreed at the Panel as applicable for each individual case.

7.3 CCG funded cases will be ratified by the CCG Vulnerable People (mental health) Funding Panel.

## 8. Dispute Resolution

8.1 In the event of any professional disagreements, these will be referred to respective managers following rigorous efforts to reach resolution by the Panel members.

## 9. Reviewing

9.1 These Terms of Reference will be reviewed on an annual basis and/or in the event of changes to national/local strategy, policy or guidance.

9.2 Next review date 31 May 2018