**Knowsley Metropolitan Borough Council**

**Terms of Reference – Updated February 2024**

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| **Meeting:** | **Circle of Support Group**  |
| **Chair:** | **Rotating Chair – Attending Provision Managers/Senior Practitioners** |
| **Purpose of the Panel** |
| * Provide management oversight of resources allocated to children to avoid them becoming looked after such as Family Group Conferences, MST-CAN, Safe Families, Oasis, Shield, Polaris, Thrive, Young Carers, Prevention Service, Pause, Health, Education and any other relevant agency.
* Provide a forum for cross agency discussions to put the right support at the right time for children and families and provide identification of resources which might maintain a current placement (including keeping a child at home or with current foster carer).
* Edge of Care, Support Services provide an overview of their current capacity and resource allocation.
* Provide a reflective environment for Social Workers, and when relevant other key professionals, to discuss cases which require support and professional curiosity to develop an appropriate plan.
* Provide a forum for multi-agency discussion where children’s plans are not progressing and require a creative approach to avoid any drift or delay in achieving positive outcomes.
* The group will provide an update via the placement panel tracker on a monthly basis that reports into the Edge of Care & Placement Panel to provide information on demand, capacity and impact of Edge of Care services.
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| **Social workers in preparation for the circle of support consultation will:**  |
| * Discuss the family with their Team Manager prior to requesting a consultation and record this discussion on ICS or EHM within supervision or via a case note.
* Ensure children are discussed at the group prior to any request for Legal Planning Meeting (LPM). Emergency LPM’s will be required on occasion as agreed by the relevant Service Manager with the child/ren being presented for discussion at the following group after the LPM held.
* Provide relevant documentation for the consultation as set out in the group referral form. The outcome of the consultation and agreement of support will be recorded on the child’s file on ICS.
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| **Responsibilities and Panel Membership** |
| Standing members will be expected to attend weekly. Non-standing members will be expected to review paperwork prior to the meeting and attend if required or requested, confirming attendance 3 days before the panel to CSC Admin.Standing Members: * Chair of rotating Provision Managers –
* MST-CAN – Sarah.Ritson@knowsley.gov.uk
* Safe Families – fionahopkins@safefamilies.uk
* Family Group Conferencing – Hannah.Nichol@knowsley.gov.uk
* Oasis – Tracy.Burke@knowsley.gov.uk
* Thrive – Kate-Rose.Jones@knowsley.gov.uk
* Family Support – LisaJane.Jones@knowsley.gov.uk
* Reducing Parental Conflict – Caroline.Mann@knowsley.gov.uk

Non-Standing members* STEP – Mark.McCausland@knowsley.gov.uk
* Polaris - Kimberly.Rowland@polarischildrensservices.co.uk
* Young Carers Manager - TBC
* Health – Michael.Allcock@merseycare.nhs.uk
* Pause – lyndsey.johnson@pause.org.uk, Jessica.hill@pause.org.uk, lindsey.clarke@pause.org.uk
* Virtual School/Education – Sue Smerdon@knowsley.gov.uk
* Shield - Chloe.Vose@knowsley.gov.uk
* BABs – TBC
* Observers to the group are welcome as part of personal development and induction with the agreement of the Chair.
* Group members will have the necessary delegated decision-making powers from their respective agencies, in order to commit to agreed resources.
* Where group members are unable to attend they are required to identify an appropriate colleague to attend in their place or get the agreement for another group member to represent them.
* Group members are responsible to ensure decisions are communicated within their agency/team to the appropriate person, and to follow up on any agreements and actions from the meeting.
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| **Frequency** |
| * The Panel will be held face to face every 2 weeks and dates will be established for the year to facilitate attendance from key members*.*
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| **GDPR and information sharing** |
| * Information sharing protocols already exist with all attendees external to KMBC. All correspondence with take place using Egress.
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**Circle of support referral**

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