One panel

Terms of reference

1. Aim

- The one panel is a multi-agency senior officer group that has delegated responsibility from the Safeguarding Adults Board, Waltham Forest Safeguarding Children Board and SafetyNet to take referrals for statutory reviews for Safeguarding Adults, Serious Case Reviews and Domestic Homicide Reviews as well as learning lessons reviews and make recommendations against the statutory criteria for reviews to the relevant board chair.

- The panel aims to work within a Think Family framework. The family is a system and when supporting any member of a family/system, the needs of all members of the family need to be taken into account and explored so that all aspects of the system are addressed.

2. Purpose

- To provide a multi-agency decision making forum for all referrals for statutory reviews and for learning lessons reviews which do not meet the statutory criteria.

- To commission statutory reviews or learning lessons reviews once agreed by the relevant board chair.

- Review other boroughs/areas’ statutory reviews of national relevance to identify the implications for local learning lessons.

- To ensure all the above is completed within a Think Family framework.

Governance

- The One Panel chair will report to the chair of the WFSCB which will be the lead board for the partnership.

- The One Panel will provide updates to each board regarding relevant areas of work via the head of strategic partnerships

- The chair of the One Panel is the Director of Nursing, Quality and Governance, WFCCG. This post provides independence as the organisation is not a service provider.

- The group is quorate if there is a representative present from each of the following: the relevant social care, education, police and health. This is in line with Working Together March 2015 and the Care Act 2015. If a decision is being taken on a DHR a member of the LA community safety service needs to part of the decision making.

- Each service area is to have a named deputy. Additional deputies are not acceptable unless in extreme circumstances
• Each service area represented below in membership has one vote. For example, if both the main member and the deputy from adult social care attend, they only have one vote. In the case of a tied vote the chair has the casting vote.

• Members of the one panel can be part of review teams undertaking statutory review.

• Members of the one panel can take part in learning lesson reviews.

Performance management

• The panel will monitor the work that is commissioned by the panel and the resulting action plans in regard to both statutory and non-statutory reviews within a Think Family framework.

• The purpose of this panel is to undertake reviews. A separate complaints process exists if the complaint is in regard to how a statutory review has been undertaken. A statutory review is not a response to a complaint. If a member of the public has a complaint about service provision this needs to be address through the complaints process.

• At the point that each review is commissioned the cost will be approximated and all partners will be written to by the chair of the one panel to request an in-principle agreement to share the costs equally across the main partners which are presently, LBWF, NELFT, Barts, Police, and WFCCG Need agreement from CE.

• The panel will link with the strategic partnerships Learning and Improving Forum to ensure that lessons learnt are communicated effectively and in a timely way to frontline practitioners and managers across the partnership.

• The terms of reference will be reviewed annually.

Organisational arrangements

• Any professional from across the partnership can refer a case for discussion using the one panel referral procedure form available on the London Borough of Waltham Forest website (www.walthamforest.gov.uk/strategicpartnerships)

• The chair of the relevant board will be invited to be an observer of a meeting of the One Panel when a relevant referral is being discussed.

• The panel will be serviced by business support through the strategic partnerships unit. Minutes of the meeting will be distributed two weeks after the meeting.

• Monthly meetings will be scheduled for the panel.
Responsibilities of One Panel members

- Once a referral a copy will be sent to all members of the panel and request will be make to seek information from agencies in regard to any work previously undertaken with the family.

- Panel members will then complete the briefing template and return the information within the given timeframe so that all information can then be sent circulated to all members.

- Members will then read all the briefing information ahead of the panel to ensure they are able to participate fully in the discussion and decision making.

- Members are responsible for providing their professional opinion on whether the relevant statutory criteria is met or not for a review.

- If any members of the one panel are not able to discharge their duty as a member of the panel, the chair will discuss this with them and advise the relevant organisation and make a request for a replacement.

Membership

All members to have a named deputy.

- Children social care
- Adult social care
- NELFT
- Barts
- WF CCG
- Police – borough
- Education (local authority)
- LA lead from community safety

Advisors:
Legal advisor from LA
Policy advice provided by the Head of Strategic Partnerships