



Youth Inclusion Support Panel

Panel Terms of Reference

Children and Young People's Service

Youth Inclusion Support Panel

1-9 Acre Lane

Brixton

SW2 5SD

Telephone: 020 7926 2644/2536

Facsimile: 020 7926 2639

www.lambeth.gov.uk



INVESTOR IN PEOPLE

Panel Terms of Reference

1. Role

The Youth Inclusion Support Panel (YISP) in Lambeth aims to prevent offending and anti-social behaviour by offering voluntary support services to high-risk 8-17 year olds and their families.

2. Catchment area for the Panel

The Panel will receive referrals regarding children and young people living in the London Borough of Lambeth.

3. Composition of the Panel

The Panel shall comprise of members from the following agencies/initiatives:

- ❖ Youth Offending Team
- ❖ Children's Fund Partnership
- ❖ Social Care
- ❖ Child Protection Team
- ❖ Police
- ❖ Education
- ❖ Child and Adolescent Mental Health Services
- ❖ Youth service
- ❖ Housing
- ❖ Community and play
- ❖ Connexions
- ❖ Schools
- ❖ Lambeth Crime Prevention Trust
- ❖ Youth Inclusion Programme (YIP)
- ❖ Positive Activities for Young People (PAYP)
- ❖ Other voluntary and community groups

3.1 Claudia Smith, Re-integration Service Manager, will be responsible for chairing YISP meetings. Sara Butt, YISP administrator, will be responsible for arranging meetings and recording Panel decisions.

4. Meeting schedule

The Panel will meet on a monthly basis, at the end of the Pupil Placement Panel. It will last approximately 1.5 hours, the venue of which will be set in advance.

5. Responsibilities

At the Panel meeting, the key workers will present YISP cases that have been assessed by the YISP team as meriting an Integrated Support Plan (ISP). Panel

members will be given details of the relevant cases (via email) prior to the Meeting. For each case the Panel will carry out the procedures outlined below:

❖ **New cases**

- Consider any reports detailing the possible components of an ISP drawn up by the key worker/family¹
- Discuss what services the Panel members could contribute to a multi-agency package of support for the child and, where relevant, other family members
- Agree a multi-agency plan
- Set a date for the review of progress.

❖ **Existing cases**

- Formally review the progress of the ISP, agreed by the Panel at an earlier date (e.g. after an interval of three months).

Confidentiality

Matters discussed at the Panel must be kept confidential to those attending the Panel, unless a person attending the Panel is named as the key worker or is responsible for specific actions under the action plan the Panel decides upon. In this case, those persons will be bound by the normal position on confidentiality in their professional role.

6. Reporting and Communications

Reporting in

In addition to ISP reports, the Panel shall receive monitoring reports from the YISP team every quarter. These will include aggregate data on referrals, Panel decisions and outcomes, and will be reviewed at an extended YISP meeting.

Reporting out

The Panel shall issue reports to the Children's Fund and other relevant agencies.

7. Information-sharing and storage

Members of the Panel must adhere to the information-sharing and storage regulations as set out in the Data Protection Act. Panel members will also be responsible for agreeing information-sharing protocols between agencies.

8. Delegation

Panel Members to name up to 2 people from their organisation/agency who would be able to attend YISP meeting where Panel Member is unable to do so.

¹ Including ISPs agreed with the family prior to the Panel through a Family Group Conferencing process.