

# **The Role & Remit of the Integrated Children's Service Managers Group for Inverness, Nairn, Badenoch & Strathspey 2008**



# INDEX

- 1. Background & Purpose**
- 2. Introduction**
- 3. Core Membership**
- 4. The Role of the ICSMG**
  - a. Consideration of Resources & Child's Plans
  - b. Quality Assurance
  - c. Dispute Resolution
- 5. The decision making route & process for the ICSMG**
- 6. The plans of young people causing grave concern**
- 7. Access to significant resources**
  - a. Residential Placement Group
  - b. Intensive Support & Supervision
  - c. ISMS & ASBO
  - d. Accessing Parenting Order legislation
- 8. Extraordinary Events**

## 1. Background & Purpose

This Guidance sets out the arrangements for ensuring *Getting it right for every child* in Inverness, Nairn Badenoch & Strathspey in relation to the duties and responsibilities of the Integrated Children's Service Managers Group. These duties include the discussion & allocation of specialist resources, advice and certain legal measures.

*Getting it right for every child* aims to bring about the best possible outcomes for all of Highland's children and affirms our commitment to providing help for children and young people when they need it and to strengthen integrated working between services.

It proposes that services will be co-ordinated both within and between agencies. Agencies will offer help to families in a planned, co-ordinated and constructive way.

Highland supports *Getting it right for every child* through:

- A managed system of assessment, planning and reviewing across one operational area fully supported by senior managers from all children's services;
- Aligned structures within the area, around all key services, but especially relevant associated school groups and social work children and family teams;
- Quality assurance systems at each level of assessment and planning, to ensure that children are involved appropriately;
- Arrangements for mediation in individual cases and commitment of special resources.

*In all cases where the term **A Child's Plan** is used, it is understood that a multi agency plan has been developed.*

## **2. Introduction**

The Integrated Children's Service Managers Group [ICSMG] consists of key area managers from a range of disciplines. The group will support activity of professionals working with children, young people, their families and other agencies in developing a Child's Plan. The ICSMG aims to create an arena and synergy to ensure services for children and their families are inclusive and coordinated to enable positive outcomes and the best use of available resources.

## **3. Core Membership**

Area Children's Service Manager

Area Education Manager / Senior Education Officer

CHP Assistant General Manager - Designated Officer

Area Children's Reporter

Northern Constabulary Area Designated Officer

Area Principal Educational Psychologist

- Other service managers are invited as appropriate, e.g. Consultant Community Paediatrician, Area Housing Manager, Area Corporate Manager

## **4. The role of the ICSMG**

There are 3 key areas that the ICSMG will focus on:

### **a. Consideration of Resources & a Child's Plan**

The ICSMG will maintain an understanding of available resources, in particular those which have limited and costly availability.

- Be familiar with their agency role in supporting a Child's Plan.

- Ensure any bureaucratic 'blocks' to a Child's Plan are removed.
- Consider whether additional support will enhance a Child's Plan
- Agree significant multi-agency resource allocation if appropriate.
- Consider whether additional co-ordination may prevent further offending by or reduce risks to certain young people.
- Where appropriate agree access to the ISS service.
- Where appropriate take requests to Residential Placement Group.
- Where appropriate agree seeking legal powers e.g. ISMS, ASBOs, or Parenting Orders

#### **b. Dispute Resolution**

- Adjudicate in unresolved disputes regarding a Child's Plan between professionals, agencies or children & families.

The '*Getting it right for every child* - Dispute Resolution' procedure agreed by the Multi Agency Chief Officers Group sets out responsibility for the ICSMG to deal with disputes not resolved at an earlier stage.

Where the relevant element of the procedure is instigated the matter should be discussed at the next available ICSMG meeting.

#### **c. Quality Assurance**

- Identify emerging issues and trends as well as gaps in provision.

Through requesting and interrogating plans, reports & information the ICSMG will maintain:

- Oversight of assessment, planning & reviewing systems necessary to ensure that the Integrated Services agenda is effective.
- Overview of 'high need' resources available in the area.
- Record & report on evidence of unmet need.

This information will be reported to relevant management in each agency.

## **5. The decision making route & process for ICSMG**

The ICSMG will consider requests for assistance at the next available meeting from the time of request. Urgent requests should be discussed with the relevant Service Manager.

Information regarding meetings date, time etc is available via the Integrated Service Co-ordinators office or <http://www.forhighlandchildren.org/acsf-plans-and-misc/inbs2008calendar.pdf>

- The ICSMG meets regularly - approximately once a month.
- An agenda goes to core members at least 5 working days in advance.
- ICSMG members receive all papers 3 working days prior to meeting.
- A note of the meeting is issued to attendees within 2 working days.
- After formal agreement, Minutes are posted on the FHC website.

All case-specific discussion will be informed by a current Child's Plan.

- Prior to a request to the ICSMG there must be discussion between the Lead Professional & their manager.
- The Lead Professional will use the recommendations in a Child's Plan to support the request for ICSMG attention.
- A Child's Plan will be sent to the Integrated Services Co-ordinator 6 working days prior to a meeting.
- A Lead Professional &/or their Manager will attend the ICSMG to discuss the needs evidenced in the Child's Plan.
- Any discussion regarding an individual 'Child's Plan' is not shown as part of the formal minute of the ICSMG meeting. This minute is circulated to those at the meeting. Any

information will be added as an observation by the Lead Professional to the Child's Plan.

- The Police & YAT Manager will identify those young people causing most concern. The Police will pass the names to Integrated Services Co-ordinator, along with a 'profile' detailing the recent history of offending behaviour.

## **6. The Plans of young people causing gravest concern to services.**

The ICSMG will maintain an overview of the Child's Plan of young people causing significant concern through persistent or particularly concerning offending patterns.

To enable this, regular discussion between Police & Youth Action Team Senior will identify young people causing current grave concern.

If it is agreed that a Child's Plan is not effective or there are other matters of considerable concern, the Police may ask for a Child's Plan to be presented to the ICSMG for consideration. The Police will provide an up-to-date 'profile' of the young person's recent offending. The Child's Plan will indicate causes for concern and actions to be taken.

The ICSMG is also the venue where significant concern about a group of young people can be discussed and collective planning developed.

## **7. Access to significant resources**

Where a Child's Plan indicates that a particularly scarce or significant local or central resource is needed, the Lead Professional

will discuss with their Line Manager the need to seek approval for its allocation from the ICSMG.

The Lead Professional will ensure the Child's Plan clearly evidences the need for this resource allocation, indicating alternatives considered & the current availability of the resource.

The Lead Professional or their Line Manager will attend the meeting.

**a. Access to the Residential Placement Group [RPG]**

Where a Child's Plan indicates a need for a request to the Highland RPG, the Lead Professional will ensure that a full & up to date Child's Plan is available to the ICSMG.

The Lead Professional or their Manager will attend the meeting to discuss the Child's Plan

**b. Access to the Intensive Support & Supervision Programme [ISS]**

The Lead Professional will seek approval from the ICSMG where a Child's Plan indicates there is a need for a place on the ISS programme.

They will ensure that an up to date Child's Plan is available.

They may discuss the availability of a place with the Manager of the ISS service prior to the CSMG meeting.

The Lead Professional or their Manager will attend the meeting to discuss the Child's Plan.

**c. Access to Intensive Support & Monitoring Service & Anti Social Behaviour Order legislation. [ISMS & ASBO]**

The Lead Professional will seek approval from ICSMG to approach the Reporters Office in cases where a Child's Plan indicates that ISMS is an option for a young person.

The Lead Professional will seek approval from the ICSMG to approach the Reporters Office or Head of Childrens Services for an application to approach the Sheriff if an ASBO is indicated to be necessary.

The Lead Professional will ensure the Child's Plan indicates a comprehensive case for this resource allocation.

The Lead Professional or their Manager will attend the meeting to discuss the Child's Plan

**d. Access to Parenting Order Legislation**

Approval from the ICSMG will be sought in cases where a Child's Plan indicates an application for a Parenting Order should be considered.

The Lead Professional or their Manager will attend the meeting to discuss the Child's Plan.

**8. Extraordinary Events**

There will be exceptional circumstances where a decision regarding a Child's Plan cannot wait until the next ICSMG.

In these circumstances the Lead Professional will seek an emergency action to the Area Children's Services Manager, for authorisation which may receive retrospective consideration if necessary. This request will be copied to the Integrated Services Co-ordinator to ensure continuity / outcome feedback

**Compiled by:** **Acting Integrated Services Co-ordinator**  
**Suite 7, Upper Mall, Grampian Road,**  
**Aviemore, Inverness-shire, PH22 1RH**  
**Tel: 01479 812965 Fax: 01479 812977**

**Agreed by:** **ICSMG on 19<sup>th</sup> March 2008.**