

Supported Lodgings Panel

SCOPE OF THIS CHAPTER

This chapter outlines the role of the Supported Lodgings Panel.

See also **Accessing the Supported Lodgings Service** and **Assessment Process for Supported Lodgings Providers**.

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1. Role of the Panel

The Supported Lodgings Panel should make recommendations to the Agency Decision Maker on:

- Prospective Supported Lodgings Providers;
- Matching up of Young Person and Supported Lodgings Provider;
- Conditions to be applied;
- Significant changes;
- Suspension or termination of a Supported Lodgings Provider;
- Appeals;
- Supported Lodgings Provider Reviews.

2. Membership of the Panel

Chair

The role of the Chair is to represent the Panel, be available for advice and to summarise meetings of the panel.

Wherever possible the Chair should be an independent person identified by the Team Manager. Where this is not possible the Team Manager will chair.

The appointment of the chair will be approved by the Agency Decision Maker (the relevant Operations Manager).

Membership

With the Chair's approval the Project Co-ordinator will appoint further panel members from a range of stakeholders such as:

- Children and Young People's Services
- Health
- Housing
- Supported Lodgings Provider
- Young Person's Representative
- Voluntary and Community Sector
- Corporate Parenting Panel
- Investing in Children (Children in Care Council)

If any Panel Member is of the opinion that a person is unsuitable to act as a panel member they should consult with the Chair.

A Panel Member must give one month's notice in writing to the Project Co-ordinator if they wish to resign.

One member must be a Vice Chair to the Panel who will act as Chair in absences or if the position is vacant.

Panel Advisor

The Project Co-ordinator will act as Panel Advisor.

Administrator

The Panel Administrator will be a Supported Lodgings Administrator.

Quorum

To hold a Panel meeting there must be at least five members including:

- Chair or Vice Chair;
- Representative from Children and Young People's Service's;
- Project Co-ordinator.

3.Preparation for Panel

The Panel Administrator will:

- Book a venue and date for Panel.
- Send out the agenda and reports one week before panel.
- Meet and greet panel members as they arrive.

The Supported Lodgings Officer will:

- Inform all attendees in writing of the Panel date.
- Inform the Panel Administrator of reports going to Panel at least two weeks before the Panel date.
- Ensure that all relevant documentation is complete and ready for Panel.

4. Decision Making

The views of each Panel Member will be sought before a recommendation is reached. The views of the Panel Advisor (Project Co-ordinator) can be sought in relation to Service and government policy. However, their views will not be sought when making the recommendation.

When there is sufficient evidence to make a recommendation

The panel must make a recommendation.

When there is not sufficient information to make a recommendation

The panel may defer the decision until a later Panel date.

When a recommendation cannot be reached or the members are evenly split

The Panel may ask for more information and defer the recommendation until a later Panel, or the Agency Decision Maker will make the final decision.

5. After the Panel

The Panel Administrator should forward a summary of the Panel's recommendations, documentation and minutes to the Team Manager and Panel Advisor for checking within two working days.

The Team Manager and Panel Advisor should return the to the Panel Administrator by the end of the second working day.

The Panel Administrator should then forward the documentation to the Agency Decision Maker.

The Agency Decision Maker will provide a final decision in writing within seven working days to the Project Co-ordinator or within 24 hours if there is a contentious issue.

The Project Co-ordinator will initially inform the applicant by telephone of the decision within 24 hours of receiving the Agency Decision Maker decision and follow up with a letter of confirmation.

If the applicant wishes to appeal against the decision, they must make representation to the Agency Decision Maker within 28 days from the date of the notification letter. (See **Assessment Process for Supported Lodgings Providers – Appeals Process**).