

## Terms of Reference & Standard Operating Procedure

### Resource, Allocation, Decision & Review Panel (RADAR)

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To ensure that the specialist short break resources that are available to children and young people with disabilities are effectively and efficiently allocated according to need.</li> <li>To ensure that the resources offered will provide children and young people with positive and achievable outcomes that allow them to live their lives as independently as possible and to maximise their opportunities.</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>The panel will work within the vision for Leeds:</li> </ul> <p>“...to be the best city in the UK and the best city for children and young people to grow up in. We want Leeds to be a child friendly city. Through our vision and obsessions, we invest in children and young people to help build an increasingly prosperous and successful city”</p> <p><b><i>Leeds Children and Young People’s Plan 2018-2023</i></b></p>
<b>How we work</b>	<ul style="list-style-type: none"> <li>By listening and responding to the voice of the children.</li> <li>By acknowledging the identified needs of the child.</li> <li>By valuing families and the contribution they make.</li> <li>By developing effective partnerships – the right conversations in the right place at the right time.</li> <li>By using a Restorative Practice model; doing with, not for or to.</li> <li>By promoting an inclusive culture and practice.</li> <li>Building capacity to support early intervention and prevention.</li> <li>By ensuring transparent, visible and equitable processes.</li> <li>By an outcomes-based accountability model; does this improve the child’s life?</li> </ul>
<b>Governance &amp; Accountability</b>	<ul style="list-style-type: none"> <li>RADAR Panel will work within the Short Break Regulations 2011 and the Children &amp; Families Act 2014.</li> <li>It will provide advice and support and allocate services according to the Leeds Short Break Guide and Directory.</li> </ul> <p><u><a href="https://www.leeds.gov.uk/residents/children-families-and-carers/local-offer/leeds-local-offer/services-provided-under-leeds-local-offer">https://www.leeds.gov.uk/residents/children-families-and-carers/local-offer/leeds-local-offer/services-provided-under-leeds-local-offer</a></u></p> <p style="text-align: center;"><u><a href="https://leedslocaloffer.org.uk/#!/directory">https://leedslocaloffer.org.uk/#!/directory</a></u></p> <ul style="list-style-type: none"> <li>The RADAR Panel co-ordinator will maintain accurate records of all children discussed within the Panels.</li> <li>The Panel, if requested, will feed into Senior Management Boards as</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>• Complaints, arising from decisions made at the Panel will be dealt with in accordance with Leeds City Council Complaints Procedure (see Appeals Process below).</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li>• RADAR Panel will meet every fortnight on a Tuesday morning.</li> </ul>
<b>Membership</b> (See Appendix 1 below)	<ul style="list-style-type: none"> <li>• The Panel will be made up of individuals representing key groups, who have a robust understanding of short breaks and will be able to support and direct care provision to ensure the best outcome for the child and their family based on the presenting issues.</li> <li>• Membership is by invitation and is broken down into two groups; Core Group &amp; Additional Group, all members will receive the Panel paperwork for every Panel.</li> <li>• Core Group Members are expected to attend a minimum of 75% of all meetings and send apologies if they cannot attend. They will have prepared for the Panel in order to fully participate in Panel discussions.</li> <li>• Additional Group members will attend as many Panels as possible and send apologies if they cannot attend. They will have prepared for the Panel in order to fully participate in Panel discussions.</li> <li>• All Panel members will share updates and service information on their organisation and services relevant to the children and young people brought to panel.</li> </ul>
<b>What is a Specialist Short Break?</b>	<ul style="list-style-type: none"> <li>• Specialist Short Breaks are services for disabled children with the most complex needs.</li> <li>• The underlying principles of Specialist Short Breaks are: <ul style="list-style-type: none"> <li>○ To supplement the Universal and Targeted provision available locally.</li> <li>○ To be preventative and provide targeted support– not just a crisis intervention.</li> <li>○ To improve outcomes for children and young people with SEND and their families.</li> <li>○ To meet the individual needs identified through an assessment.</li> </ul> </li> <li>• Specialist Short Breaks support children, young people and their families where the child/young person’s disability has a substantial and long-term effect on their ability to have opportunities to be safe, develop skills for life and be part of their local community growing up.</li> <li>• Specialist Short Breaks include: <ul style="list-style-type: none"> <li>○ Day care or overnight Short Breaks with an approved Short Breaks Foster Carer.</li> <li>○ Leeds City Council’s residential Short Break facility.</li> <li>○ Personal Budget including Direct Payments.</li> <li>○ Independent Support Worker (ISW), agency employed support for specific assessed needs.</li> </ul> </li> </ul>
<b>Eligibility for Radar Services</b>	<ul style="list-style-type: none"> <li>• Children and young people up to 18 years old who have additional needs and live within the Leeds boundary or pay their Council Tax to Leeds City Council.</li> <li>• Each case identified as out of authority will be examined on a individual</li> </ul>

	<p>basis to check eligibility.</p> <ul style="list-style-type: none"> <li>• Any cases needing to transfer to a different authority will be done so in a way to avoid a break in support.</li> </ul>
<p><b>Standards of Operation</b></p>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by one of the Service Delivery Managers (CHAD). Meetings will be co-ordinated, administered and minutes taken by the Radar Panel Co-ordinator</li> <li>• Social Workers and Lead Professionals complete the RADAR request with relevant authorisations and costing sheets on Mosaic. Those Professionals without Mosaic access will continue to complete paper requests and send to the RADAR inbox (<a href="mailto:RADAR@leeds.gov.uk">RADAR@leeds.gov.uk</a>) which will then be uploaded to Mosaic by the Radar Panel Co-ordinator no later than the Wednesday before the Tuesday Panel.</li> <li>• Radar requests will be under one of three categories: <ul style="list-style-type: none"> <li>○ New request – new request to RADAR for specialist short break. This is requested by the Social Worker/Lead Professional at Radar Panel.</li> <li>○ Change of request – there is an existing specialist short break in place through RADAR with a request to change the package (could be number of hours or provision type). This is requested by the Social Worker/Lead Professional at Radar Panel.</li> <li>○ Review of request – there is an existing specialist short break in place and no changes are recommended. Number of hour/nights have been used. This is a paper review and the Social Worker/Lead Professional does not need to present at panel.</li> </ul> </li> <li>• The RADAR bundle will be sent out to Panel members on the Thursday afternoon prior to the Panel on a Tuesday.</li> <li>• An emergency slot to be incorporated into Panel agenda to be filled by Panel chair only.</li> <li>• The Radar Panel Co-ordinator will record the decisions of the panel and update any costing sheet (where panel decision is different from what was requested).</li> <li>• The Radar Panel Co-ordinator will send the minutes of the Panel to the Chair for approval prior to transferring the decisions to the Radar reports, which will be completed by the Thursday after Panel.</li> <li>• By the Friday after panel the RADAR chair will sign-off the panel decisions recorded on the RADAR reports.</li> <li>• The Radar Panel Co-ordinator will process the panel decisions on the Monday after panel and send the outcomes to, Placement Service Payments, Leeds CIL (Direct Payments only), the Lead Professional or Social Worker.</li> <li>• A letter detailing the decision from Panel will be sent to the Parent/Carer.</li> <li>• Where a direct payment is authorised, Placement Service payments will process requests in line with Leeds City Council Financial policies.</li> <li>• Where ISW is authorised the Short Breaks Co-ordinator will send requests to the providers within 24 hours of receiving the panel decision. Matches will be shared with the Lead Professional or Social Worker as</li> </ul>

	<p>and when they are received.</p> <ul style="list-style-type: none"> <li>• On occasion the Service Delivery Manager will have to make a decision outside of the meeting due to emergency circumstances. This will be done with another core panel member or the Head of Service. These decisions will only be in force until the next available Panel. All cases will be presented retrospectively seeking on going approval from the date of presentation.</li> <li>• The decisions will usually be agreed for anywhere up to a year unless a change in need is identified at an Early Help Review or a Child in Need Plan, in which case an early review can be requested.</li> </ul>
<p><b>Expectations of Panel Members</b></p>	<ul style="list-style-type: none"> <li>• Prior to RADAR panel meeting panel members will read the requests (There can be up to 25 children’s referrals per panel meeting to read and review).</li> <li>• There is an expectation that panel attendees will highlight any presenting matters on the RADAR paperwork prior to attendance if possible. This will give the Short Breaks Co-ordinator, Ann Marie Roberts (<a href="mailto:Annmarie.Roberts2@leeds.gov.uk">Annmarie.Roberts2@leeds.gov.uk</a>) an opportunity to seek further clarity from the referring Social Worker/Lead Professional if necessary prior to the panel meeting. The panel member should notify the Short Breaks Co-ordinator on the e-mail above.</li> <li>• On the day of panel, it is expected where possible, panel attendees arrive at 9am. This gives enough time to review any matters identified before lead professionals attend to present their individual cases.</li> <li>• Panel members should raise and record any declarations of interest if any case is known to them if they have previously worked with them.</li> <li>• The chair will invite all panel members to ask questions about the request.</li> <li>• Each Panel member will be invited to offer a decision on each request made and if it can be approved.</li> <li>• If the panel are able to approve the request, there is an expectation each panel member will provide a rationale for this, summarised by the chair.</li> <li>• Where a request is not approved, the panel should offer a view on what may assist the family at this time and what further support can be offered through universal and targeted services. It may be further information is required or that the family should be supported to access alternative resources.</li> <li>• On occasions, a short period of review with support from the Short Breaks Co-ordinator may be suggested to attend to any presenting issues the family may be experiencing.</li> </ul>
<p><b>Expectations of Professionals Presenting to the Panel</b></p>	<p>Professionals presenting to the Panel will be expected to:</p> <ul style="list-style-type: none"> <li>• Complete and submit all the paperwork by 12 noon on the Wednesday prior to Panel.</li> <li>• For any new or change requests present the case and provide updates or any other evidence as required.</li> <li>• Provide feedback to Parents/Carers on the decision made at Radar Panel.</li> <li>• Contact the Radar Panel Co-ordinator to alert Panel members if parents/carers are unhappy with either the decision, package of care</li> </ul>

	<p>agreed or providers used in order to allow for resolution before escalating to a complaint.</p> <ul style="list-style-type: none"> <li>• Review any agreed packages in conjunction with the parents/carers and the team around the child by the date provided for review in agreed timescales.</li> <li>• Promote the use of short breaks within local clusters, considering the use of universal, then targeted and finally specialist provision in accordance with the Local Offer.</li> </ul>
<p><b>Appeals Process</b></p>	<ul style="list-style-type: none"> <li>• Following Panel the Social Worker/Lead Professional will communicate the decision to the Parent/Carer, if they do not agree with the decision, they can email <a href="mailto:RADAR@leeds.gov.uk">RADAR@leeds.gov.uk</a> with what they disagree with and provide additional information to support the appeal.</li> <li>• The request will be re-listed for the next available Panel and the Professional will be invited to attend and discuss the points disagreed with and provide additional information to support the application.</li> <li>• If the Parent/Carer is not happy after the appeal, they can complain via the Leeds City Council formal complaints procedure:  In writing: The Complaints Manager, Children’s Services, Merrion House, 110 Merrion Centre, Leeds, LS2 8DT  By Email: <a href="mailto:complaints.children@leeds.gov.uk">complaints.children@leeds.gov.uk</a>  By Phone: 0113 3950310 (Mini-com: 0113 2475963)  By Text: 07891 271872</li> </ul>

## Appendix 1

<b>RADAR Panel Membership</b>		
<b>Job Title</b>	<b>Organisation</b>	<b>Panel Role</b>
Child Health and Disability Service Delivery Manager	Leeds City Council	Chair – Core
Residential Short Breaks Manager	Leeds City Council	Core
Team Member Children with Disabilities Fostering Service	Leeds City Council	Core
Short Break Co-ordinator	Leeds City Council	Core
Transition Team Member	Leeds City Council	Core
Child Health and Disability Service Team Manager/Advanced Practitioner	Leeds City Council	Core
Case Manager Children’s Continuing Care	NHS Leeds South and East CCG	Core
Team Leader/Senior Staff Nurse - Residential or Community Health Short Breaks	Leeds Community Healthcare NHS Trust	Core
SENSAP Representative	Leeds City Council	Additional
Targeted Service Lead/Officer	SILC Cluster	Additional
Parent Representative (Term Time only)	N/A	Additional
Radar Panel Co-ordinator (Non-Voting)	Leeds City Council	Core
Observers (Non-Voting)	Health, Social Care & Education	Additional