

Youth Homelessness Joint Working Protocol

Appendix 4: Terms of Reference



Lincolnshire Children in Care and Care Leavers Transition Panel Terms of Reference

Membership:

Andy Morris – Corporate Parenting Manager
Sarah Caskie-Hefferman – Operations Manager Nacro
Jemma Munton – Lincs Housing Partnerships Manager
Hellena Middleton – Transition Coordinator Nacro
Joanne Lynn - Housing Coordinator Barnardo's
Michelle Hakes - Practice Supervisor, Children in Care (North & South with transitional lead)
Hester Poole – Contracts Officer Nacro – minute taker

Purpose of the meeting:

- 1) To ensure there is clear operational oversight of the number of Children in Care and Care Leavers who are not suitably housed / at risk of homelessness
- 2) To discuss and assess participation of districts in protocols and service level agreements to maximize the knowledge of the multiagency team countywide

- 3) To share information to improve outcomes and the level of independence achieved by young people
- 4) To ensure that safe and appropriate move on plans are put in place for complex and challenging young people
- 5) A forum for colleagues to bring challenges they are facing in moving young people on to more independent accommodation, and to seek support in finding solutions to meet those young people's housing need
- 6) To coordinate an annual review of Lincolnshire's Youth Homelessness Joint Working Protocol
- 7) To coordinate an annual review of Lincolnshire's Protocol for Transition from Children's Services to Adult Housing Related Support and (Semi) Independent Living for people over 18

Responsibilities;

- 1) All group members will complete actions assigned within the agreed timescales
- 2) All group members will update the group in between meetings if actions cannot or have not been completed. This is to minimise the risk that actions are left incomplete
- 3) All members of the group will highlight specific agenda items to be added prior to each meeting

Method of Working;

- The meeting will take place every 8 weeks
- The Chairing responsibility will be a rotational responsibility between Andrew Morris and Sarah Caskie-Hefferman
- All members have a responsibility to add items to the agenda and will send these items to the minute taker at least 5 days in advance of the meeting
- Nacro and Barnardos will agree a maximum of 4 Young People to be discussed at each meeting with names and mosaic number and district circulated, this list will be circulated at least 2 days ahead of the meeting
- The Agenda will be collated by the minute taker and circulated at least 2 day ahead of the meeting

Quorum

- Members are expected to prioritise attendance to the Board and to send a suitable substitute in their absence who can act on their behalf.

Confidentiality

- It is important that board members are able to share concerns or issues in a confidential environment and to work together in a concerted manner.
- Within meetings and email contact, group members will not attribute comments made by members or disclose personal information to anyone without the member's consent. Board members are required to identify to the Chair any known conflicts of interest they may have in relation to any aspect of this programme.