Early Help and Family Support Panel Process

TAF identify that progress is slow or has ceased or there are problems with Identifying an EH Coordinator.

Coordinator has a conversation with the locality EHO and it is agreed to refer to panel.

Early Help business support check the mailbox and sends to the district mailboxes.

5 working days before panel the panel business support gathers all paperwork from the panel mailboxes, checks with the EHO and sends out agenda and associated paperwork. Business support sends out time slots to referrers to present their referral.

At the panel families are discussed, notes are taken in agreed format and actions agreed.

IF SOCIAL CARE MANAGER PRESENT
If decision is made following discussion to send the referral to the district for a Child and Family Assessment, the attending SC manager takes any notes and details they have relating to the case, back to the relevant team for allocation. Referrer to inform family.

IF SOCIAL CARE MANAGER NOT PRESENT
If there is no SC manager present the EHO or chair will discuss with them immediately following the meeting. If they confirm that threshold is met to go to district the EHO will confirm with Business support to proceed. Referrer to inform family.

Panel Business Support sends the referral form and details of any panel discussion including a record of the conversation that resulted in the decision to Step Up, to the early.help@cumbria.gov.uk mailbox.

EH Business support follows the process to transfer to ICS, uploading the panel Referral and accompanying notes. In their absence another EHO will carry out this process.

If there is any dispute about the outcome decision at panel the referrer or whoever is in dispute follows the escalation policy to resolve it.

Following the panel, business support completes the action, has them approved by the EHO/Chair and sends to panel members. Local agreement applies to what notes are sent with them. Any recording of discussion is kept centrally for future reference. Business support updates the shared tracker.

Consent is gained from the family including the YP where appropriate, to discuss with the EH officer a referral to the EH and FS panel.

Coordinator or the agreed TAF member completes the referral form with as much information as possible and sends in to the mailbox - indicating if they wish to attend to present as agreed with the EHO.