

**CHILDREN AND YOUNG PEOPLE'S  
STRATEGIC PARTNERSHIP**

**REPORT**

<b>DATE OF MEETING:</b>	18 May 2011
<b>SUBJECT:</b>	Managing TAC's and the development of the Multi Agency Group (MAG)
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<b>IS THE REPORT EXEMPT?</b>	No
<b>IS THE REPORT CONFIDENTIAL?</b>	No

**1. Purpose:**

Within the full core offer there are proposals that the Common Assessment Framework (CAF) Administration team and co-ordinator posts based in Customer Service Centre are to be disbanded. This paper sets out the proposals to move the management of this aspect of the work into locality teams.

**2. Background/Context**

In 2007 Lincolnshire, as part of the development of integrated children's services invested in CAF co-ordinators and administrators, based within Customer Service Centre, to ensure a robust management of this newly developing process.

Professionals working with children who identify additional needs are expected to complete a Common Assessment, which gives basic information and sets out the assessed needs or areas of concern.

Single agency situations take place, meaning that the CAF indicates that there does not need to be a meeting, as that single agency continues with the work with the young person (or can pass the work onto one other single agency). The fact that a case is suitable for a single agency approach can be agreed between the CSC advisor and initiator but ultimately it is the coordinator who makes the final decision

Currently the co-ordinators role is to screen all CAFs and if agencies haven't been identified, will advise on this matter at the time of screening. Coordinators can also send a copy via email to the locality team principal practitioners to ask for appropriate staff to be involved, or a referral to Family Action. Co-ordinators can

chair first meetings but more usually chair meetings where the case has become problematic, such as an identified need to move case to social care which is not agreed, or where the TAC group needs a level of independence to refocus arrangements. Co-ordinators never act as lead professionals, this being agreed at the first meeting in consultation with parent and young person.

Co-ordinators may attend subsequent meetings to either chair or support depending on the complexity of the case.

Minutes of meetings are usually hand written in the meeting by a professional attending the meeting, sometimes the Lead professional and sometimes collectively by the plan being circulated and the professional writing down what they have agreed to do. Currently all minutes are faxed to CAF administrators and then distributed by CAF administrators before the next meeting, (please note this does not mean the minutes will be typed by the admin team, simply distributed).

For the majority of CAFs a closing summary is completed or it is indicated on the the minutes and child's plan.

During February 2011 283 CAF forms were received and screened. 186 were progressed to TAC, 71 were sent for logging only and 26 were not accepted due to incomplete and/or no signature of consent from parent.

A total of 117 TACs were initiated in February with an additional 85 awaiting allocation as of 02/02/11. 115 of these TAC meetings were arranged by TAC Admin and 2 by the relevant integrated teams. A total of 98 TACs were passed to the relevant Integrated Teams for them to arrange the initial TAC meetings due to the ongoing backlog previously experienced by TAC Admin in December 10/January 11.

To date a total of 4994 TAC's have been initiated since April 2007. The total number of active TAC's as of the end of February 2011 was 1810.

### New proposals

At a point (date yet not determined but post the final full core offer stage) and assuming all goes ahead, the CSC will continue to be the first point of contact, and as before the professional concerned will be asked to complete a CAF and forward to the locality teams.

The name of the CAF will be changed to a TAC (Team Around Child) to avoid confusion between a CAF and TAC. The CAF was the Common Assessment Framework form and the TAC the Team Around Child.

As before the CSC advisor will record this contact with the Directorate on ICS.

As before child protection cases go immediately from CSC to the area social work teams, and the principal practitioner (social work professional) based within CSC will continue to provide advice and guidance and liaison with other professionals, including the locality teams.

The professional initiating the TAC will arrange the first meeting and be Lead Professional (by default) until the identification of the LP at the first TAC meeting.

As before those cases deemed appropriate for social care intervention will be forwarded as now, through ICS to the team manager's "in box" for speedy attention and decision making on moving the case forward through initial assessment.

The team manager will screen for CiN/CP issues.

The record of the TAC referral will be copied to the Locality team manager through ICS. It will be the responsibility of the 'default' LP to organise the first meeting, minute it and ensure the minutes are circulated to agencies. The initiator can request attendees from partner agencies to assist with the assessment and provision of services.

The TAC referral will be screened by the locality manager for Safeguarding concerns and appropriateness of the referral.

### Multi Agency Group (MAG)

This is a new and proposed development and is based on other local authority models and on the principles as follows:

The multi agency group represents a locality focused opportunity to ensure children's cases are efficiently and effectively worked to best effect and quality assured.

That a Multi Agency Group has members of sufficient seniority to make decisions about thresholds for cases using the TAC/CiN/CP processes.

That a decision on a lead agency at MAG is followed through and the representative agency takes full responsibility to ensure a lead professional is appointed without delay (immediately at the MAG or within 5 working days)

The multi agency group will:

- \* Consider cases which are transferring between TAC and CiN to determine if threshold met if agreement cannot be reached through the normal managerial course
- \* Consider cases which are transferring from CiN to TAC to determine if threshold is met if agreement cannot be reached through the normal managerial course
- \* Consider 'stuck' cases: these are cases causing agency problems about lack of attendance/resources/commitment
- \* Act as a QA function for the above cases

The MAG will not consider cases that meet the CP threshold. These will be automatically referred into Social Care through the CSC. These are cases where there is evidence or the likelihood of abuse (either physical/sexual or emotional).

Each partner representative on MAG will have responsibility for ensuring their own individual agency work is of a high qualitative standard through audit and random selection of cases.

Each partner representative on MAG will be responsible for unlocking resources in their area. The Lead Professional can contact the PP from the locality to request resources i.e. family support, targeted youth workers, children centre resources.

The MAG will work within the 3 localities and meet weekly. The number of MAG's is determined by the geography and size of the county.

### Next Steps

The concept of MAG has not yet been discussed with partner agencies, and this will need to happen as soon as possible to establish multi agency agreement to attend and work to the new arrangements.

### SIP role

The current SIP role will be revised to include a focus on children with additional and complex needs in a school that they are visiting. This will include ensuring children with additional and complex needs are being worked with through the TAC/CiN/CP processes. They will ensure through the locality teams that resources are available reporting back to the Team Managers on any problems encountered.

Andy Breckon is currently working up proposals for the revisions to the SIP role.

### Local School Leaders

DMT have also agreed to make funding available for 9 primary and secondary heads (or their deputy) to be seconded to 3 localities to assist with the development of the TAC process and to sit a representative on the newly formed MAG.

### Failing Schools or School with highest need

Schools which need additional resources in deprived areas or with a greater preponderance of children with additional needs will be targeted by the SIP's together with locality Team Managers for additional support and resources. These schools will be identified through the SIP and in the localities.

### **Recommendation**

- \* CYPSP to agree proposal
- \* Transitional arrangements to be confirmed
- \* Proposals for 3<sup>rd</sup> iteration of core offer
- \* Start date to be agreed
- \* The aim is to work towards a single assessment tool and a less complicated process driven work. DMT will revise the current procedures to take out for consultation to partners post Munro review.