Terms of Reference

Multi-agency System Partners

Weekly Huddle Meeting

Membership

- Bee U Quality & Governance Lead (Chair)
- Operational Manager for Core Bee U, ASD and ADHD Pathways
- Operational Manager Bee U Crisis, Learning Disability & Eating Disorder
- Team Leader Case Management Telford & Wrekin Council
- Team Leader Children in Care Team Telford & Wrekin
- CIC Team Leader Looked After Children Shropshire
- Care Management Team Leader Shropshire
- WM Police
- WMAS
- Education Representative
- Other Health representatives as needed; Named Nurse LAC, Safeguarding Nurse, 5-19 Representative, SaTH)

Aim

➢ Work collaboratively to review and find resolution to meet the emotional, physical and social needs of the child / young person.

Purpose

➢ Discuss partnership working around any specific high risk case across services.
➢ All cases presented are cases of concern where local resolution between operational professionals / practitioners has not been effective so that discussion around necessary actions to ensure robust collaborative working is in place; recording case notes, decisions and actions taken.
➢ Discussion of children and young people where there has not been resolution between practitioners and social care.
➢ Cases presented at the Weekly Huddle will receive review and discussion to determine relevant risk, rag rating and escalation if needed to the Multi-agency Strategic Resolution Meeting.
➢ Monitor any actions and promote resolution, intervention and joint planning across services.
➢ Clarify any working practices, roles, processes and expectations which may hinder resolution.
➢ To facilitate robust Partnership communication and Integrated working to reduce any associated risk to children, young people.
➢ Reduce system duplication of case discussion.

Responsibilities

- ➢ All cases which need discussion on a Wednesday need to be sent by Monday morning by each service area to **beeuweeklyhuddle@mpft.nhs.uk** to be collated in preparation for the weekly meeting so that the weekly agenda is prepared and circulated in advance.
- ➢ Cases will be presented by the relevant agency.
- ➢ All attendees represent their wider service and need to ensure that they are aware of any referrals made by their agency, any necessary up to date information and specific concerns which are apparent.
- ➢ There is collective responsibility for contributing to the discussions, actions and resolution by all members of the meeting.
- ➢ Representatives will be able to access the agency systems available during the meeting to ensure that an overarching spreadsheet can be maintained during the meeting to record any decisions and actions undertaken for purposes of governance, risk management and escalation.
- ➢ Representatives are responsible for ensuring information discussed is recorded on individual case notes and provide timely feedback to the relevant practitioner / team.
- ➢ Representatives will determine whether cases require further escalation around coordinating a multiagency meeting relating to specific risks present by a CYP.

This may include:

- • Child In Need or Child Protection review;
- • Triggering the CETR process if a child has a learning disability or autism diagnosis;
- • Specific meeting if needed around the formulation or amendment of a risk management / safety plan / admission avoidance plan.
- • Escalation to the weekly Thursday; Multi-agency Strategic Resolution Meeting if this requires strategic review and oversight and inclusion to the overarching CYP Mental Health Register.

Monitoring & Evaluation

- ➢ Provide a quarterly oversight report to the Strategic Resolution Meeting which will detail the number of children discussed, resolution / escalation.
- ➢ Quarterly report will be shared with Service Managers pertaining to each service for scrutiny and oversight.
- ➢ Performance will be monitored and services will ensure they are meeting internal processes required to drive standards, practice and partnership working.

Standing agenda Items

- ➢ Updates, actions from previous week
  *Maintaining spreadsheet recording actions
- ➢ Shropshire cases discussion / actions
- ➢ *Includes any escalation plan around cases

- Telford cases for discussion / actions
  *Includes any escalation plan around cases
- Clarity of roles, responsibility, processes
- Escalation to Multi-agency Strategic Resolution Meeting
- CYP for inclusion on the overarching mental health register
- AOB