

CYP Dynamic Support Register Review Meeting

TERMS OF REFERENCE

1. BACKGROUND

- a. Behaviour that challenges can often be predicted, and early intervention taken to prevent, manage or minimise that behaviour. Understanding the factors that increase the risk of people developing or displaying behaviours that challenge and having a clear understanding of which individuals are most at risk, can enable services to work together to proactively put in place appropriate anticipatory support.
- b. As part of the national Transforming Care agenda, the Care and Treatment Review (CTR) Policy (NHS England 2015) requested that commissioners hold a local database of people with a learning disability, autism or both who are at risk of an inpatient admission.
- c. As commissioners are tasked with holding the local database and keeping this information active and dynamic, they need support from clinicians and social workers in the community teams to know who is at risk of admission.

2. PURPOSE OF THE MEETING

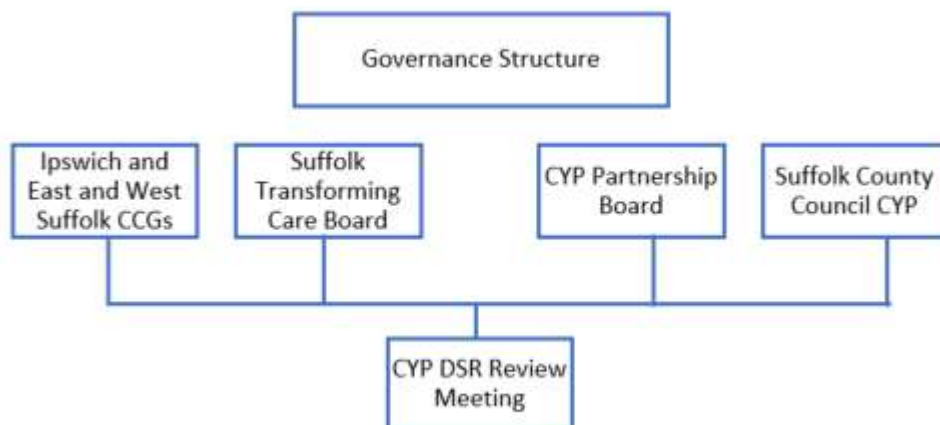
- a. The CYP Dynamic Support Register (DSR) Review Meeting exists to ensure that commissioners can risk-stratify their local population of Children and Young People (CYP) with a learning disability and/or autism who have mental health problems and / or present behaviour that challenges and who, if the right support is not given at the right time, would be at risk of admission to a specialist mental health / learning disability hospital.

3. KEY FUNCTIONS OF THE MEETING

- a. The key functions of the meeting are to:
 - i. Review the current inpatient cohort of Children and Young People (CYP) with a learning disability and/or autism to determine their progress towards discharge.
 - ii. Review all other CYP on the DSR to determine their risk with regards to being admitted to a mental health inpatient setting and to RAG rate this risk.
 - iii. Review all CYP on the DSR to determine whether a Care, Education and Treatment Review (CETR) is required.
 - iv. Review all CYP on the DSR to determine progress with providing the support required by the CETR to support the CYP and their family to remain safe and well in the community now or at discharge.
 - v. Identify areas of operational concern.

4. RELATIONSHIP WITH THE GOVERNING BODIES

- a. The Group will report to the Suffolk Transforming Care board, The CYP Board and the senior leadership boards at Ipswich, East and West Suffolk CCG and Suffolk County Council CYP.



5. REPORTING PROCEDURES AND MEETINGS

- a. The meeting will take place once a fortnight.
- b. The agenda and supporting papers will be sent out at least 3 days in advance of the meetings to allow time for due review of each child's records by the providers.
- c. Meetings will be timetabled and agreed in advance.
- d. Meetings will be carried out using Microsoft Teams and will be recorded for minuting purposes.
- e. Notes of the meeting will be available within 2 days.
- f. The DSR will be updated within 24hrs of the meeting.

6. MEMBERSHIP AND QUORUM

- a. Membership of the Meeting will include representation from:

| Organisation | Representative | Role |
|---|-------------------------------|---|
| Ipswich, East and West Suffolk CCG (Chair) | Kathryn Searle | Head of Quality |
| Ipswich, East and West Suffolk CCG (Deputy Chair) | Vacant | CYP Assurance Lead |
| Ipswich, East and West Suffolk CCG | Jack Walker | Designated Clinical Officer |
| Ipswich, East and West Suffolk CCG | Leslie Frost-Schenk | Minute Taker |
| Ipswich, East and West Suffolk CCG | Beulah Chizimba/Caroline Holt | Designated Safeguarding Lead |
| Ipswich, East and West Suffolk CCG | Rita Jenner | Deputy Designated Clinical Officer - SEND |

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| Suffolk County Council (SCC) | Hannah Holder | Designated Clinical Officer for Social Care (SEND) |
| Suffolk County Council (SCC) | Fran Arnold | Head of Social Care Fieldwork |
| Suffolk County Council (SCC) | Janet Cooper Medrano | Service Manager DCYP. |
| Suffolk County Council (SCC) | Julia Haig | Head of Early Help |
| Suffolk County Council (SCC) | Ioana Furcovic | Service Manager CHRIS |
| Suffolk County Council (SCC) | Elaine Price | Deputy Principal Educational Psychologist |
| Norfolk and Suffolk Mental Health Trust (NSFT) | Katie Budge | Clinical Psychologist |
| Norfolk and Suffolk Mental Health Trust (NSFT) | Sophie Hearne/ Tabani Mabvura | Learning Disability (CAMHS) |
| Norfolk and Suffolk Mental Health Trust (NSFT) | Paul Hill | |
| Norfolk and Suffolk Mental Health Trust (NSFT) | Paul Cathmoir | |
| Education | | |

- b. A quorum will require at least three members, including a representative from the CCG, SCC and NSFT to be present. Should either of the Chairs be unable to attend, they may nominate another person represent them. In the event of the Chair being unable to attend all or part of a Committee meeting, he or she will nominate a replacement from within the membership to deputise for that meeting.
- c. Group members will be required to deliver relevant work within the group plan, raise any risks or issues to the group lead, feed information to and from their relevant organisations and provide assurance that the activity in the group plan is being delivered.

7. CONDUCT OF THE GROUP

- a. The Meeting will be reviewed on an annual basis, or as appropriate, its own performance and effectiveness membership and terms of reference. The Clinical Commissioning Group CYP Board will approve any resulting changes to the terms of reference or membership.

8. AUTHOR

Anita Farrant

Programme Manager

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| Date Approved | XX/XX/2021 |
| Last Review | |
| Next Review | |

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