

Newham High Risk Panel

Terms of Reference February 2019

1. Purpose:

- 1.1 For organisations working in Newham to work together to take all necessary action in order to reduce the risk of harm to individuals and others where every effort has already been made to do so without success.
- 1.2 The High Risk Panel (NHRP) is a meeting where information is shared on complex/high risk cases between various stakeholders.
- 1.3 All relevant information is shared relating to the high risk case and partners work together in order to develop a coordinated approach to reduce risks and achieve the best possible outcome for the person at the centre of the process.
- 1.4 The primary focus of the panel is to safeguard individuals and groups to prevent further risk of harm. It is therefore critical that the core group is established as a way of ensuring that multi agency communication and exchange of information takes place on a regular basis.

The NHRP is not an agency and does not have a case management function. **The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the NHRP**

2. Outcomes/Aims:

- To share information in order to increase the safety, health and well being of those at risk and / or victims whilst mitigating presenting risks to achieve desired outcomes for those involved wherever possible
- To develop Multi agency working and information sharing in order to agree shared action plans in order to safeguard those adults with complex needs to reduce the risk of harm occurring
- Encourage integrity, openness and honesty between partner agencies and to also improve information sharing and communication to mitigate complex risks
- To determine whether the individual/s pose a risk to themselves or to the general community and to agree the best way forward to minimise risk of harm to all concerned
- Construct jointly and implement, a risk management plan that provides professional support to all those at risk and that reduces the risk of harm
- To reduce repeat victimisation
- To improve agency accountability whilst improving support to staff involved in complex case management
- Encourage creativity and innovative ways of working
- Provide opportunities to improve partnership working
- Encourage problem solving
- Promote the use of early interventions

3. The frequency of High Risk Panel meetings:

- 3.1 Meetings will take place monthly with the option to set up ad hoc meetings for urgent cases.

4. Attendees:

- 4.1 **Panel Chair:** Tiffany Adonis - French

4.2 **Core Attendees will include:**

- Adult Social Care Service Manager
- Referrer and Line Manager
- LBN ASC MASH Team Manager
- Met Police Detective Inspector for MASH
- LBN Senior Housing Management representatives
- LBN Senior Safeguarding Operational Team Manager
- LBN ASC Senior Safeguarding Governance representative
- ASC Head of service for Mental Health

4.3 **Other partner organisations who may need to attend as required:**

Other agencies and professionals can attend the panel if they are involved in a particular case. Observers can also attend the panel, however prior agreement from the NHRP co-ordinator/chair would need to be sought. Agencies most likely to be required dependent on complex issues for discussion could include:

- AMHP Service Representative
- Clinical Commissioning Group representative
- Mental Capacity Act Senior Representative
- LBN Children and Younger Person's Senior Representative
- London Ambulance Service
- London Fire Service
- Change Grow Live (Substance Misuse Service)
- Street Homeless Population Manager or Representative
- National Probation Service
- Safer Neighbourhood Team Representative
- Barts Health Senior Representative
- LBN Legal Services Representative

- East London Foundation Trust Senior representative

5. Expectations of Panel attendees:

- 5.1 The panel is not a public information-sharing forum. The panel will be restricted to the core group members and other members who can provide a contribution to the cases discussed as and when necessary.
- 5.2 Each agency attending the panel must identify a lead contact for their organisation and a deputy (if the lead cannot attend the panel). Deputies attending the panel should be of suitable seniority to support decisions that will need to be made on behalf of their organisations.
- 5.3 All panel members will be expected to have an understanding of complex/high risk case management and its affects. Members should also have an understanding of the NHRP referral process, the referral form and the risk checklist in order to understand the level of risk posed.
- 5.4 By referring to the panel the referrer is not transferring responsibility for the particular case. The referrer will remain the case lead unless the panel agree to refer the case elsewhere. These referrals will happen in the same way as any other interagency referral.
- 5.5 **All panel members are responsible for:**
 - Attending each meeting, or arranging a deputy to attend on their behalf – the agency lead is responsible for informing the Chair who will be deputising for them in advance
 - Allocating a point of contact for their agency in relation to all enquiries about a particular case
 - Making their staff are aware of and encouraged to use the NHRP referral process and referring cases to the panel
 - Bringing any information, involvement, actions or case work carried out with a victim, witness or perpetrator to the panel
 - If there is an allocated professional working directly with any person referred to the panel, then it is the responsibility of the representative agency to obtain necessary relevant information and updates to share in the meeting
 - Adhere to and complete set agreed actions for the relevant agencies prior to the next meeting

6. Referral process:

- 6.1 Referrals must be made using Newham's High Risk Panel referral form within Azeus Care for LBN practitioners or by completing the online form for external organisations which can be found here: Referrals will not be accepted in another format.
- 6.2 Referrals must be submitted to NHRP Coordinator at least 10 working days before the scheduled meeting where it will be considered. This will then allow enough time to determine whether the case is suitable for the panel before circulating information to other panel members to undertake background checks in advance of the meeting.
- 6.3. The agenda with information on referrals will be circulated to panel members to complete background checks at least 5 working days in advance of the meeting.

7. Criteria for the panel:

An adult at risk should be referred to the Newham NHRP if they are vulnerable or at risk to either themselves or others. The person must present with high level risks that still cannot be sufficiently mitigated, referred or managed under any other panel. The case may be complex or involve a multi-agency process.

Some examples of cases that may need to be considered would be:

- Non engagement issues
- Self neglect and hoarding
- Complex DV cases and especially where someone has recognised care and support needs
- Complex family cases with CYPS involvement
- Complex mental health cases such as frequent attenders with personality disorder as primary presenting issue

NHRP does not consider high risk cases where the nature of the risk relates to other areas of work that may be addressed at other forums such as: Multi Agency Public Protection Arrangements **MAPPA** which is concerned with managing risks to the public from violence and sexual offenders. **Or** Multi Agency Risk Assessment Conference **MARAC** which is concerned with managing high risk domestic violence cases.

8. Record keeping and maintenance of the Panel:

Administration of the panel will be progressed by *Tony Pape*

All electronic documentation and information will be kept by ASC MASH Team.

All meetings will be minuted, including an action sheet, and circulated to those on the distribution list.

8.1 Information sharing:

Whilst consent of the individual presented to the NHRP is always desirable, it is recognised that this may not always be achievable in practice.

It is also acknowledged that cases presented to NHRP are likely to fall in to the category of risk where consent by the individual may be overridden, namely:

- Where a crime may have been committed
- In the public interest
- Risk of life or serious harm

8.2 Regarding data protection, members and their agencies must:

- Be responsible for protecting confidentiality of information passed to their agency through the panel
- Agree that the panel should determine on a case by case basis what personal information (if any) about an individual may be disclosed to any agencies that are not Panel members. This decision will be based on a need to know basis, the purpose to which the information will be used, and the confidentiality of the information, in accordance with the General Data Protection Regulations (GDPR).

- Establish overriding justification (the individual(s) or wider community at serious risk of harm) when proposing to disclose information not publically available and obtained in confidence. This will need to be assessed on a case-by-case basis, and legal advice should be sought in any case of doubt.