

Terms of Reference for NEET Panel (for 16+ Looked After Children and Care Leavers)

NEET Panel

Functions

The main purpose of the NEET Specialist Scrutiny Panel is to:

- Consider the educational and learning needs of individual post-16 young people who are currently NEET (not in education, employment or training).
- Support social care workers by recommending suitable educational provision and signposting to funding options.
- Share information regarding the current post-16 education provision and recommend the development of further local provision as needed.
- Discuss post-16 needs that have a direct relevance to their education, employment and training eg. housing, income, mental health, substance misuse, teenage parents etc.
- Liaise with provision in other LAs to ensure availability to Camden post 16 LAC who reside OOB.
- Identify and involve relevant partners in supporting Care Leavers' education eg. Connexions, YOS, The Pathways, schools, colleges etc.
- Identify common factors that may be contributing to the lack of or insufficient interest from looked after children and care leavers and target these needs with resources.
- Identify the impact and effectiveness of the current training schemes for young people e.g. Borough Apprenticeship Scheme etc.

Membership

- Chair: Head of Looked after Children, Care Leavers, Care Provision
- Vice Chair: Service Manager for Looked after Children and Care Leavers
- Deputy Virtual School Head (post-16 lead)
- Strategy and Commissioning Manager, Supporting People
- Service Manager, Connexions
- FWD Substance Misuse Case Manager
- Welfare Rights Team member – DWP
- Camden Apprenticeships team representative
- Employment Consultant, Drive Forward (to attend where required. Should Drive forward not be required then update to be sent to chair prior to the meeting.
- Belsize team manager.

Administration

- Panel to be held virtually with allocated workers being called in by the chair when required.
- The panel will be quorate when 3 or more of its members meet including the chair or the vice chair.
- The panel is serviced by a regular minute taker from BSS

Frequency

- 3rd Thursday of every month
- No Panel in August due to Summer holidays

Reporting

- This panel reports to the Corporate Parenting Panel as required.

Coordination

- The agenda is set and distributed by the Virtual School Operations Manager
- Agenda is to be distributed two weeks in advance of the meeting
- Panel will discuss cases up to and including the age of 21 years
- 'NEET – Illness' cases are to be added to the agenda on a case by case basis, depending on the nature of the illness
- 'NEET – Supporting Family – Teenage Parent' – discussions are to begin 6 months after the baby is born
- 'Re-engagement provision' cases are to be added to the agenda on a case by case basis. After three months in re-engagement provision, Panel will decide whether to re-classify as NEET
- Social Workers/PAs to arrange for their respective Senior / Team Manager to attend on their behalf, if they are unable to attend the meeting
- For emergencies only, where neither the Senior or the Team Manager is able to attend, then written updates and apologies should be sent to HoS/ SM for LAC and Care Leavers and Virtual School Operations Manager
- 10 minutes to review minutes of last meeting
- 7 minutes timeslot per young person
- Panel to meet for up to 3 hours
- Minute taker to record updates on actions from the previous meeting

Responsibilities of Social Workers and Personal Advisors.

- Social Workers / PAs to contact the young person and the young person's keyworker to obtain up-to-date information on the young person's education, training and employment situation and aspirations, in advance of the meeting.
- Social Workers / PAs to attend as per the allocated timeslot