

| <b>CASE TRANSFER PANEL</b>          |   |
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| Purpose                             | <ul style="list-style-type: none"> <li>• To ensure the transfer process is understood across service areas, promoting the effective and efficient transfer of cases between service areas.</li> <li>• To facilitate rapport between managers at time of agreeing the transfer as a means of promoting better understanding of service areas expectations.</li> <li>• To ensure the journey of the child across services is considered. To track case transfers in order to understand any emerging trends in respect of any delays to the process.</li> <li>• To transfer cases between teams appropriately and in a timely manner in order to ensure a smooth progress and transition between team and workers.</li> <li>• To track transfers across to other service areas</li> </ul> |
| Timing                              | <ul style="list-style-type: none"> <li>• Transfer meeting is held every Monday at 2pm at Lynton House. The length of the meeting time varies depending on the number of cases to be presented and arising matters.</li> </ul>   |
| Panel Membership                    | <ul style="list-style-type: none"> <li>• Transfer meeting is chaired by the CPAT Service Manager and in their absence a CPAT Team Manager.</li> </ul>   |
| Attended By                         | <ul style="list-style-type: none"> <li>• CSW Team Manager</li> <li>• CLA Team Manager</li> <li>• Court Manager</li> <li>• Children with Disabilities Team Manager</li> <li>• CPAT Team Managers and or CPAT non case holding senior practitioners</li> </ul>  |
| Paperwork Considered                | <ul style="list-style-type: none"> <li>• The agenda for transfer panel is created on a Friday and all cases ready for transfer will be on that agenda for the Monday panel.</li> <li>• A brief case summary is put together to aid case understanding.</li> </ul>   |
| How to Apply to the Panel / Meeting | <ul style="list-style-type: none"> <li>• Any cases for transfer goes to CPAT Admin before 1pm on a Thursday</li> <li>• Cases at this panel can only be from the statutory sector and any service area identified in the panel membership can bring a case that needs to transfer from one service area to another.</li> <li>• All Team Managers need to ensure that the case has been audited and quality assured before it is presented at the case transfer panel</li> <li>• Cases that transfer within the service area should not be brought to the panel.</li> <li>• There are occasions that Service Managers can agree transfer outside of the formal meeting, however these are on exceptional occasions</li> </ul>   |
| What Can Be Expected as an Outcome? | <ul style="list-style-type: none"> <li>• The outcome is a timely and smooth handover of cases between social work teams based in London Borough of Redbridge.</li> <li>• Effective capture of the child's journey and voice at point of transfer to other service areas.</li> </ul>   |
| Reference                           | TBA (Tri.x)   |