

2. Resource Management Panel

This panel is held every Wednesday at 9.30am and authorises requests for an in house service:

- Adolescent Support Unit

The panel consists of:

(Chair) – Residential Homes Manager

Representative from the Adolescent Support Unit (ASU)

2a. Resource Management Request

Submission of a Resource Management Request Form (RMP1) for a Service (*Appendix V*)

The RMP1 is completed by the child's social worker, signed by the Team Manager and submitted to the next available Resource Management Panel held on **Wednesday** mornings. The signed completed paperwork to be submitted to designated admin (currently Jacqueline Edwards in CIOC admin team) by:

TUESDAY (before panel) – 12.00 noon – unless it is an emergency

Also, it must be submitted electronically to the 'CIOC Admin' email box

Please note:

- The RMP1 must include as much information as possible to enable the panel to make a decision.
- The form must also clearly state exactly what is required from ASU.
- The RMP1 must be signed by the Team Manager.

The designated admin person also completes a table of appointments and at 3.00 pm on the Tuesday prior to RMP, the designated person forwards all the RMP1 forms received plus the table of appointments to the Panel members, and Lytham Road ASU.

The designated person forwards each completed RMP1 to the manager of the social worker who submitted the referral by email stating the time and location for panel.

The referring social worker's Team Manager must attend the panel at 9.30am on Wednesday to present the request and must have sufficient knowledge of the case to enable the panel to make an informed decision.

The designated admin person takes minutes, and Panel decides whether to agree each request or not with the person chairing the panel signing each RMP1 form.

Following panel, the RMP1 forms are typed up with the discussion by the designated admin then forwarded to Sandra Martin (or whoever chaired the panel) by email for agreeing.

Once the minutes have been agreed, the designated admin forwards each completed RMP1 to the relevant social worker, and files the forms for records.

The designated admin person completes the RMP monitoring spreadsheet.