

PLACEMENTS NORTHWEST.org.uk

Notification under the North West Children's Services Information Sharing Protocol (ISP)

1. Issuing Local Authority

Local Authority Issuing ISP	
Officer Name & Email	
Officer Telephone Number	
Date of Notified Event	
Date ISP Issued (if different)	

2. Information about the service

Organisation Name	
Address	

2.1. Indicate if this service relates to the organisation as a whole or a specific service:

Organisation		Service/Establishment Specific	
If service/establishment please name:			

2.2 Services covered by this ISP:

Residential		16+ Leaving Care Service	
Independent or Non-Maintained Special School		Independent Fostering Agency	

2.3 Indicate the actions the issuing local authority is taking in relation to the notifiable event:

2.3.1 Ending Placement(s)		2.3.2 Actively reviewing placement(s)	
2.3.3 Suspending new referrals		2.3.4 No Actions	
2.3.5 Other Actions		2.3.6 Suspension on new referrals lifted	

Please detail other actions (providing factual information only) as identified in 2.3.5:

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3. Contractual Information:

Indicate if the service subject to the ISP is listed on one of the following contracts:

Greater Manchester Residential f/w		Merseyside and Partners Residential f/w	
NW Fostering f/w		NW 16+ and young homeless f/w	
None of the above			

4. Information being made available (initial notifications):

4.1 Local Authority Concern:

4.1.1 Safeguarding Concern		4.1.2 Quality Concern	
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4.2 Ofsted reports:

4.2.1 Inadequate Key Inspection		4.2.2 Inadequate Interim Inspection	
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4.3 Financial:

4.3.1 Late filing of accounts (>3 months) ¹		4.3.2 Auditor has raised concerns	
4.3.3 Liquidation / bankruptcy proceedings / winding up order or similar pending		4.3.4 CCJ unsatisfied for 6 months>	

4.4 Contractual information

4.4.1 Temporary suspension of purchasing arrangements		4.4.2 Temporary restriction of purchasing arrangements	
4.4.3 Permanent ending of contractual arrangements		4.4.4 Voluntary withdrawal from contract by provider	

4.5 Ownership and services

4.5.1 Change of ownership		4.5.2 Closure of business	
4.5.3 Winding up order		4.5.4 Closure of a service	
4.5.5 Planning permission declined for a service		4.5.6 Change in company status	

Please indicate the new company name (4.5.1)

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4.6 PNW Minimum Standard Visits / PIMS Registration

Note: Notifications in this section will only be sent to members of PNW

4.6.1 Provider has failed to implement 16+ minimum standards action plan within 28 days and has been removed from PIMS		4.6.2 Provider has not supplied up to date insurance following >3 requests	
4.6.3 Provider has not submitted cost information and has been removed from PIMS			

¹ Notification will only be sent where accounts are more than 3 months late

4.7 Legislative

4.7.1 Adverse findings in any formal investigation by Commission for Racial Equality or any finding of unlawful racial discrimination by a court or industrial tribunal		4.7.2. Outstanding obligations in relation to payment of social security contributions or taxes	
4.7.3 Successful Prosecution of Directors, Trustees, Committee Members or management. Please indicate the legislation			

4.8 Receipt of a complaint / notice of concerns

4.8.1 Receipt of a complaint / notice of concerns	
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5. A notification to remove a previously issued ISP (secondary notification)

Date of original ISP this notification replaces:	
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5.1 Local authority concern

5.1.1. Safeguarding concerns satisfactorily resolved		5.1.2. Quality concerns satisfactorily resolved	
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5.2 Ofsted

5.2.1 Provider now has a key inspection rated adequate or better having previously had an inadequate <u>key</u> inspection		5.2.2 Provider now has a key inspection rated adequate or better having previously had an <u>interim</u> inspection with inadequate progress	
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5.3 Financial Information

5.3.1 Accounts submitted		5.3.2 Auditor's concerns remove	
5.3.3 Liquidation / bankruptcy / winding up order or similar resolved		5.3.4 CCJ Satisfied	

5.4 Contractual Information

5.4.1 Lifting of suspension of purchasing arrangements		5.4.2 Lifting of restrictions on purchasing arrangements	
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5.5 PNW North West minimum standards visits / PIMS Registration

5.5.1 Provider reinstated to PIMS following a successful minimum standards re-visit.		5.5.2 Provider has been reinstated after submitting insurance information	
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6. Additional Information

6.1 Additional information must not be attached to this notification.

7. Using the Protocol

7.1 It is the responsibility of each Authority receiving this information to decide how to use it. This may include contacting the Authority that sent the notice, contacting the provider for further information, obtaining further information independently, or seeking legal advice.

7.2 The information given above is information for the exclusive use of the Authorities receiving it.

7.3 The notice may impact future referrals, but that this would be at the participating member LAs discretion. A categorical answer on future business would need to be garnered from each LA individually

8. Sharing the ISP

8.1 In no circumstances should Authority receiving information pass this information to other Authorities or agencies who are not named in 8.2 or 8.3. The issuing LA may decide to issue the ISP to other, non-member authorities where there known placements with a provider. The issuing LA should notify the provider and PNW, as the administrator of the ISP process, in advance of sending the notice to a non-member LA.

8.2 Authorities sent the ISP by default:

Blackburn with Darwen Council, Blackpool Council, Bolton Metropolitan Borough Council, Bury Metropolitan Borough Council, Cheshire East Council, Cheshire West and Chester Council, Halton Borough Council, Knowsley Metropolitan Borough Council, Lancashire County Council, Liverpool City Council, Manchester City Council, Oldham Metropolitan Borough Council, Rochdale Metropolitan Borough Council, Salford City Council, Sefton Council, St Helens Council, Stockport Metropolitan Borough Council, Tameside Metropolitan Borough Council, Trafford Council, Warrington Borough Council, Wigan Metropolitan Borough Council, Wirral Metropolitan Borough Council.

8.3 Other regional consortia sent the ISP by default:

London Councils, White Rose.

Notifications under section 4.6 and 5.5 will not be circulated outside of the North West authorities named in 8.2.

9. Provider response to the ISP:

Providers have been given the space below to respond to an ISP if they wish. The provider will have the opportunity to complete this after the issuing of the ISP by the Authority. This response will be un-moderated by PNW and has been provided at the request of providers. It need only be completed if the provider wishes. This should be returned, completed, to PNW and the issuing LA when it will be circulated to the LAs in receipt of the initial notification.

Appendix 1:

PROTOCOL FOR SHARING INFORMATION BETWEEN LOCAL AUTHORITIES ABOUT CHILDREN'S SERVICE PROVIDERS

1. Aim

The Protocol aims to facilitate the timely sharing of information about Service Providers between Children's Services Authorities where there are events or concerns that may be relevant to their contractual relationship. Such information sharing is considered good practice, as it will help Councils to monitor the quality of providers and protect the welfare of children and young people in care.

The Protocol aims to offer a straightforward and consistent approach to information sharing. The approach is intended to be open and understandable. Service Providers will be aware of the Protocol and informed of any notifications about them under the Protocol.

Each recipient authority is responsible for deciding what action it takes as a result of information received under the Protocol.

2. Membership

Membership is open to all North West Authorities and other consortia as agreed and named in 8.3.

3. Anticipated Benefits.

Councils will have improved information routinely provided which will inform their contracting with specific providers.

Service Providers will benefit by having the reassurance of effective cross authority collaboration and information sharing.

Service users will benefit because Local Authorities will receive information that will help to prevent contracts being made or continued with unsuitable providers.

4. Setting up the Protocol.

Prospective member authorities will be referred to the Lead Authority for membership into the scheme. Acceptance would require written confirmation from the Lead Authority and the identification of a nominated officer and a designated deputy to undertake the tasks required by the Protocol. Placements North West will carry out the co-ordination role of the Protocol.

Prospective member authorities should inform Service Providers of their intention to sign up to the Protocol. This may be part of on-going liaison, or require separate communication. It may be necessary to amend contracts, with other Service Providers' consent, adding a clause that explicitly confirms the Authority's commitment to the Protocol.

5. The Protocol

These points are the operating guidelines of the Protocol.

- a) Certain information will be required to be shared under the Protocol. There is no discretion for member authorities – if certain events occur and circumstances apply they must be communicated under the Protocol. This is essential if effectiveness and consistency are to be achieved
- b) Each member Authority will identify a nominated officer to be responsible for sending and receiving any notification required under the Protocol. Any change of nominated officer will be communicated to the Protocol Co-ordinator, who will in turn notify all members. A group e-mail address may be used as the means for the nominated officer to receive the information.
- c) A copy of the notification will be sent to the Service Provider involved. If, in **very** exceptional circumstances, it is not possible or appropriate, the fact that the Service Provider has not been informed should be recorded on the notification form. Examples may include:
 - When a business has closed and the owner has disappeared;
 - Where the authority has initiated closure and to confirm this in another form would aggravate the situation further.
- d) Any Service Provider that is unhappy about any action taken under this Protocol has two sources of direct redress without resorting to legal action. The first is the procedure for dispute in the contract. The second is the Local Authority's Complaints procedure if they wish to challenge any decision or action taken under this Protocol
- e) Each Authority is independently responsible for what, if any, actions or decisions it makes as a result of the information received.
- f) No member Authority can pass on to another authority or organisation, or third party other than those legally entitled to such information, any information obtained as a result of the Protocol. If a receiving Authority has concerns that another Authority should receive information, they must refer the matter back to the original notifying Authority.
- g) It is the responsibility of all member Authorities to ensure that any information issued or received under this Protocol that is held on computer is registered under, and conforms to the requirements of the Data Protection Act.

6. Operating the Protocol

Co-ordination

Placement North West will act as the Regional Lead to co-ordinate the operation of the Protocol. This will involve:

- a) updating mailing lists when mailboxes or member authorities change;
- b) dealing with proposed changes to the Protocol;

7. Changes to the Protocol.

It is envisaged that the Protocol will be reviewed annually by the regional Contracts and Commissioning Officers group to reflect any statutory or regulation changes that would affect the operation of the protocol. Any member authority can propose a change to the Protocol by putting this in writing to Placements North West placements.northwest@tameside.gov.uk. This would then be circulated to all other members, requesting a written response indicating acceptance or rejection of the proposal. Any change agreed by all members will be implemented. Any changes that are not agreed, or significantly alter the nature of the Protocol, will be referred to the regional contract officers group.