SLOUGH CHANNEL PANEL TERMS OF REFERENCE

Version Record

Version No.	Amendments made	Authorisation
001	First version	Channel Panel
002	29/06/2015 to reflect Channel Duty Guidance, membership of the Panel and current working arrangements	
003	18/09/2015 further revisions to reflect SECTU advice	
004	20/11/2015 amended membership following sign off by the channel Panel on 29/10/2015	Channel Panel

1   Channel Overview:

Channel relates only to providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

a. Identifying individuals at risk;

b. Assessing the nature and extent of that risk; and

c. Developing the most appropriate support plan for the individuals concerned.

1.1   It fulfils objective 2 of the Prevent strategy – "stopping people from becoming terrorists or supporting terrorism".[1]

1.2   Channel provides a mechanism for ensuring that individuals identified as vulnerable to being drawn into any form of terrorism are referred to and assessed by a multi-agency panel which decides on the most appropriate support. It should complement other existing multi-agency risk management processes such as the Early Help Assessment , Multi Agency Public Protection Arrangements (MAPPA), Safeguarding Adults procedures and Children in Need.

1.3   These terms of reference have been revised in the light of the statutory Channel Duty Guidance "Protecting vulnerable people from being drawn into terrorism" (2015). Section 36 of the Counter-Terrorism and Security Act 2015 places a duty on local authorities to ensure that Channel panels are in place for their areas. The Slough Channel Panel has noted the government's statutory Channel Duty Guidance 'Protecting vulnerable people from being drawn into terrorism' (June 2015) and these terms of reference have been in drafted in the light of that guidance and comply with it.[2]

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[1] http://www.homeoffice.gov.uk/publications/counter-terrorism/prevent/prevent-strategy/
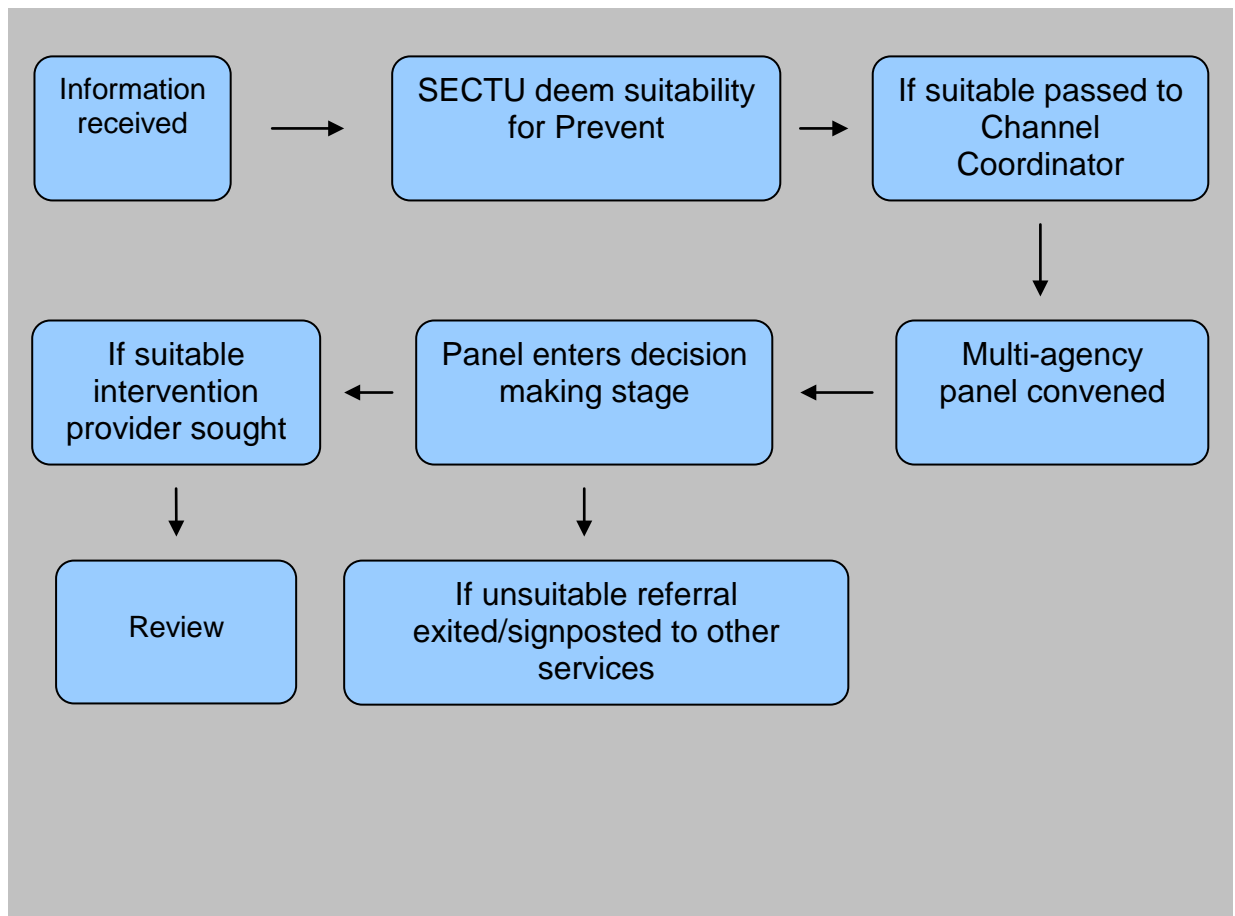[2] https://www.gov.uk/government/publications/channel-guidance

2   Aims of the Channel Panel:

2.1   The Prevent strand of the UK's Counter Terrorism Strategy (CONTEST) depends on effective collaborative working between the police, local authorities, statutory partners, and community groups. This is essential for operational delivery of objective 2 of the Prevent strategy to support those with a propensity for radicalisation.

2.2   The Channel process will use existing partnership working between the police, local authorities, statutory partners, and the local community to support those who are vulnerable to being drawn into violent extremism by: **identifying** individuals and groups at risk of being recruited by violent extremists; **assessing** the nature and extent of that risk through multi-agency panels; and **referring** cases to intervention providers (as required) to develop the most appropriate support package to safeguard the individual at risk.

The Channel Process

Information received	→ SECTU deem suitability for Prevent →	If suitable passed to Channel Coordinator

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If suitable intervention provider sought ← Panel enters decision making stage ← Multi-agency panel convened

Review

If unsuitable referral exited/signposted to other services

3   Panel Objectives:

<u>Strategic Objectives</u>

    3.1   Reduce the risk of a person living or working in Slough being drawn into violent extremism/terrorism.

    3.2   Establish an effective process which will allow for the identification, assessment and support of individuals who have been identified as being at risk from radicalisation.

    3.3   Ensure appropriate representation of partner agencies, and other organisations as required, on the Channel Panel in order for it to meet all its objectives

    3.4   Review panel ToR annually.

<u>Operational Objectives</u>

    3.5   Risk assess referrals by utilising the Channel Vulnerability Assessment Framework and agree the most appropriate response.

    3.6   Identify a suitable intervention provider to offer support in order to reduce the level of threat/vulnerability/risk.

    3.7   Decide strategy, priorities and objectives in line with the requirements of the Channel process.

    3.8   Set targets.

    3.9   Accurately record decisions on an agreed proforma and ensure progress reports at each meeting.

    3.10 Conduct full reviews at 6 months and 12 months.

    3.11 Review structures as necessary.

4   Panel membership:

4.1   Panel to be chaired by a senior local authority representative; the vice-chair will also be a local authority senior officer.

4.2   The panel requires senior representation from organisations – those with the ability to make executive decisions and who have knowledge of Prevent objectives.

4.3   Disclosure of panel members' names is not required however the organisation the panel member is representing will need to be identified.

4.4   Core members:

- Assistant Director, Strategy and Engagement (Slough Borough Council) – Chair;
- Head of Adult Safeguarding and Learning Disabilities (SBC) – Vice-Chair
- Prevent Coordinator (SBC)
- PVP DI (TVP);
- Channel Co-ordinator (TVP);
- Probation Service representatives (CRC and Probation)
- Service Manager Youth Offending Team
- Representative of Slough Children's Services Trust Ltd
- Safeguarding Adults Facilitator & Prevent Lead, Berkshire Healthcare NHS Foundation Trust
- Community Mental Health Team representative
- SECTU/TVP Prevent Officers as required

4.5   Bespoke members (after agreement by the core membership) will supplement the panel once the initial assessment on vulnerabilities has been completed in order to arrive at an informed decision. This will include, for example, a representative of a school or a representative of the Slough Clinical Commissioning Group.

5:   Channel Panel Roles

(See section 5 of the Channel Panel Guidance)

    5.1   The Local Authority Chair

        The Channel Panel Chair is responsible for:

a. having oversight of all Channel cases in their area;

b. ensuring that the appropriate representatives are invited to each meeting as panel members;

c. establishing effective relationships across statutory agencies to ensure effective co-operation over information sharing and attendance at panel meetings;

d. establishing the appropriate support plan for identified individuals by using the expertise of the panel;

e. ensuring that risks of persons being drawn into terrorism are identified and are referred to the appropriate agencies for action;

f. ensuring an effective support plan is put in place, and that consent is sought from the individual before that plan is put in place; and

g. ensuring individuals and/or organisations on the panel carry out their elements of the support plan so that an effective support package is delivered.

5.2   Panel members

The multi-agency involvement in the Channel process is essential to ensure that vulnerable individuals have access to a wide range of support, from access to specific services provided by local authorities to diversionary activities. Information sharing is an essential part of the process to determine whether an individual requires support, and if so, what that should consist of. Panel members identified by the chair may also be partners of local panels who can provide the most relevant support to address identified needs and vulnerabilities.

5.3   The Channel Police Practitioner & Regional Channel Coordinators

The Channel Police Practitioner (CPP) is responsible for co-ordinating Channel in their area.

All CPPs are responsible for:

a. managing referrals and cases through the Channel process in accordance with the Channel guidance and case management principles;

b. ensuring that referrals that are dealt with swiftly, and where appropriate, brought to the attention of the Channel panel as soon as possible;

c. increasing understanding of Channel amongst panel partners and others;

d. establishing effective relationships with panel partners, individuals and organisations who can deliver support; and

e. managing any risk associated with the individual's potential involvement in terrorist-related activity.

6. Panel Proceedings:

6.1 Panel to meet monthly – (emergency meetings may be called at short notice and panel members should try to give such meetings precedence over other diary commitments). Monthly dates will be arranged at the start of each calendar year. If a meeting is not required it will be cancelled. Agendas will be circulated before each meeting.

6.2 Chair and Vice Chair of the panel to be vetted to SC level; other members to be NPPV1 (Non Police Personal Vetting) cleared as required.

6.3 There is no quorum for the panel – however police representation (one strategic and one tactical lead) is a critical component and sufficient representation of other statutory agencies would be required to reflect the multi-agency partnership. If both the chair and vice-chair are unable to attend the panel will not meet unless for reasons of urgency with a chair to be agreed by the local authority in consultation with SECTU.

6.4 The Vulnerability Assessment will be sent to the Panel Chair before the meeting. Channel Co-ordinator to deliver verbal briefings on the subject(s) at the beginning of each meeting. Disclosure of personal details at meetings to be re-considered when the panel is supplemented with bespoke members.

6.5 Panel to undertake risk mitigation and to come to a collective view on the level of risk and consequent action in terms of timing, magnitude and nature.

6.6 All documentation relating to referrals must be numbered and collected at the end of each meeting. Attendees can make notes on the referrals under discussion but these are to be handed to the Channel Co-ordinator once the meeting concludes. This documentation will then be destroyed.

6.7 Minutes will be taken by the Management Support Officer (MSO) to the Assistant Director (AD) Strategy and Engagement (or other suitable person) and will be circulated by the MSO.

6.8 A member shall make the panel aware of any matter in which he/she has a direct interest which conflicts or may conflict with the interests of the panel.

6.9   Members or prospective members may be removed from the panel where issues of integrity arise, which may be detrimental to the aims of the Channel project.

6.10 The Channel Panel are accountable to the Chair of the Panel of Slough Borough Council.

6.11 An Early Help Assessment (EHA) can be initiated for a Channel referral however the two processes cannot be integrated but can run parallel to each other, as this may not be practicable in every Channel case. Wherever there is a situation involving a risk of harm an immediate referral is to be made to social care.

7. Confidentiality:

7.1 Panel meetings are held in private.

7.2 Panel members are bound by the Thames Valley Police Channel Information Sharing Protocol.

7.3 The disclosure of information outside the multi-agency panel meeting will be considered a breach of confidentiality unless agreed by other panel members.

7.4 If panel members are unable to attend a meeting it is not appropriate for a colleague to deputise for them due to the sensitive nature of the cases under discussion unless in case of urgency to be agreed by the chair.

7.5 Panel members' personal information contained within minutes, agendas and reports will be protected from public disclosure within the terms of the Freedom of Information Act and the Data Protection Act.

7.6 The documentation provided at panel meetings must be returned to the Channel Co-ordinator and cannot be taken away.

7.7 Channel information will be stored electronically in a folder with restricted access and hard copies will be kept in the Channel Co-ordinator's secure cabinet which complies with GPMS regulations. The office will also be locked at the end of each day. SBC held information will similarly be kept in a secure manner.

7.8 The panel will decide locally how much to disclose if at all to the subject of the referral, dependant on the individual circumstances of the case. It is considered good practise to disclose as much information as possible.

7.9 In cases where disclosure is not feasible the reasons for this decision must be documented.

7.10 Channel information can be retained for a maximum period of 10 years which is in line with MoPI guidelines.