**Note that as part of continuing service improvement all council pro-forma are subject to review and update during the life of the contract.**

**Purpose**

The purpose of the Gateway Meeting is the central mechanism in bringing together key professionals who are involved in the Post 16 Accommodation Support process in order to:

* Review new referrals and agree next steps (see referral process for details).
* Monitor young people’s progress through provision, revisiting young people’s progress in line with agreed support planning outcomes at agreed points (initial 6 week in provision and 9-month review) accessing agreed HRS Accommodation Support processes on order to do so as required.
* Discuss and plan for move-on.
* Consider a range of related business as set out within a standard agenda.
* Consider other items of business as relevant and brought by attendee’s for discussion in so far as it is possible to do so.

**Meeting Attendance:**

* The meeting is chaired by designated quadrant Gateway Manager or covering Gateway Manager in the event of leave.
* Meeting notes will be taken and circulated by ECC (Officer TBC in new service design)

**Meeting participants include:**

* Gateway Manager (essential)
* Referrer (optional)
* Provider representative managers/delegates (essential)
* Local Housing Authority representative (optional)
* Homeless Youth Specialist quadrant representative (optional)
* Leaving Care Team quadrant representative (optional)
* Housing Personal Adviser quadrant representative (optional)
* Youth Offending quadrant representative (by invitation)
* Business support quadrant representative (TBC in new service design)

**Meeting Frequency:**

* Meetings are held weekly, either in person or virtually.

**Governance**

* Gateway Managers report to the Service Manager for Edge of Care Services, who in turn is line managed by the Director for Local Delivery Mid Quadrant.

**Dispute Resolution:**

* Any disputes arising that cannot be resolved locally through collaboration will be responded to in adherence with the HRS Post 16 Accommodation Support Contract dispute resolution process.

**Confidentiality**

* All discussions relating to an applicant or tenant remain confidential and should not be shared outside of the meeting without permission or the individual or if required by other statutory body, Eg child protection/welfare.

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| **Acknowledgement of terms of reference by key professionals**  The following professionals have received and understand the terms of reference for the …… Quadrant Gateway meeting process. | | | |
| **Gateway Meeting Participant** | **Role/Organisation** | **Signature** | **Date** |
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