

How to Re-organise a PEP Meeting (Guidance for Professionals)

Please note; if a PEP meeting date changes it is imperative that this guidance is followed to re-arrange the PEP on ePEP and re-invite relevant attendees. If this is not followed the PEP meeting date recorded on ePEP may not coincide with those which have taken place. This could potentially lead to PEPs being viewed as out of time scale when in fact they have taken place within those statutory time scales!

After the Initial PEP future PEP meetings are organised to coincide with statutory timescales at the current PEP meeting. Often this will mean that a PEP meeting is organised up to six months in advance. This future PEP meeting date is then entered into 'Section D – PEP Sign Off' by the Designated Teacher and is used to open a new PEP on ePEP to reflect this.

Naturally over the course of six months many events may transpire to alter that future PEP meeting date, because of this it may be necessary to change the date which we have currently listed on ePEP and re-invite the attendees.

To do this;

- Navigate to the young person's overview page and click the Pro button listed on the 'Current Formal PEP'.

Current Formal PEPs					
	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 11	<input type="button" value="View"/> <input type="button" value="Pro"/>

- Navigate to 'Section D – Rearrange Current PEP Meeting Date' and click on the hyperlink.

- **D: The PEP Meeting**
 - **Rearrange Current PEP Meeting Date**
 - The PEP Meeting
 - Targets
 - PEP Sign Off

- Using the pane on the right hand side of the page you are able to update the date, time, location and reason for the meeting.

DATE FOR MEETING

Date

Time

LOCATION OF THE MEETING

Location

REASON FOR MEETING

What are the reasons for this meeting?

- New Admission to Care
- Change of Care Placement
- Review Process
- Change of School Placement

Any other reasons:

- Once you have updated the information you are able to re-send invitations to the meeting to the various key contacts that will need to be informed. Click the 'Save Settings' button to save these changes into the PEP.

Invitation *	U-Number	First name	Family name	Role/Relationship
<input type="button" value="Send"/>	101263	Training	Designated Teacher 3	Designated Teacher
<input type="button" value="Send"/>	101311	Training	IRO	IRO
<input type="button" value="Send"/>	101312	Training	Assistant Head	VSK Assistant Head
<input type="button" value="Send"/>	101313	Training	Foster Carer	Foster Carer
<input type="button" value="Send"/>	144312	Training	Social Worker 38	Social Worker
<input type="button" value="Send"/>	145136	Emily	Farnan	VSK ePEP Administrator

* when you select a user the system will automatically send them an email invitation

If the persons invited have any queries about this meeting, who should they contact?

Name

Number

PENDING MEETING REQUEST

Name	Status
Training Assistant Head	Keep Pending

- Once you have saved those changes the new meeting date will be reflected on the child overview screen and a new target date for PEP completion calculated.

Current Formal PEPs					
	Date Started	Target Date	Current Meeting Date	Year group	
185775	20/01/2016	27/01/2016	20/01/2016	Year 11	<input type="button" value="View"/> <input type="button" value="Pro"/>

Please note; this method should only be used to organise your current PEP meeting and not a future PEP meeting date. To organise your future PEP meeting please ensure that the next meeting date and time is entered into 'Section D – PEP Sign Off' and the system will automatically send out email invitations.