

Bradford Education Health and Care Panel

Terms of Reference 2018

Purpose	To ensure that Bradford Local Authority statutory processes are transparent, consistent and fully compliant with the Children and Families Act (2014) and the Special Educational Needs and Disability Code of Practice: 0 – 25 (2015)	
Membership	Co-Chairs	
	Angela Spencer-Brooke	SEND Strategic Manager
	David Byrom	Head of Service, LAC & Resources
	Simon Ramsden	SEN Assessment Manager
	Ruth Dennis	Principal Educational Psychologist
	Service Representatives	Officer:
	Alison Smith	Head Specialist Teaching Team (BSS)
	Ronnie Hartley	Head of SEN Early Intervention Team
	Lorraine Hawkesworth-Quill	Service Manager - Children's Disability Service
	Sally Townend	Service Manager Integrated Transitions Service
	Ruth Hayward	Head of Commissioning (Women and Children) NHS Airedale, Wharfedale & Craven, Bradford City and Bradford Districts CCGs
	Tabia Afsar	Senior Commissioning Officer (Women and Children), NHS Airedale, Wharfedale & Craven, Bradford City and Bradford Districts CCGs
	Neil Jerome	SEN Fiscal and Performance Reporting Officer
	Joanne Gleeson	Lawyer, Legal Services
	Angela Taylor	14-19 Lead Officer LDD
	Primary Headteacher Representative	
	Secondary Headteacher Representative	
	Special School Headteacher Rep	
	Post-16 Education Representative	
Membership Information	<ul style="list-style-type: none"> • All areas may send a delegate to represent them at an appropriate senior level • A minimum of one Chair must be in attendance • Representatives from education providers will rotate on a weekly basis 	
Scope of Panel Decisions	<p>The panel will make decisions in regards to the following areas:</p> <ul style="list-style-type: none"> • Request for EHC Needs Assessment • Decision as to whether to issue an EHC Plan or not following EHC Needs Assessment • Decisions following Annual Review of EHC Plan – including change of funding, placement and needs • Decisions related to children and young people who have moved into District and are in receipt of an EHC Plan • Post-16 commissioning for High Needs Learners • Equipment Requests • Short Break Commissioning • Childcare Inclusion Funding • Continuing Health Care Funding 	

	<ul style="list-style-type: none"> • Quality Assurance of EHC Plans that have transitioned from Statement to EHC Plan.
Terms of Reference	<p>The panel will:</p> <p>Assessment:</p> <ul style="list-style-type: none"> • Decide whether to proceed with a request for a statutory Education Health and Care Needs Assessment. • Decide whether to issue an Education, Health and Care Plan • Determine advisory actions for education providers and other services to undertake if there is a decision not to proceed to an assessment or to issue an Education Health and Care Plan. • Determine whether assessments relating to short breaks provision meet Local Area thresholds for agreement of provision, including establishing if needs can be met at universal or targeted level • Determine whether assessments relating to Children’s Continuing Care provision meet Local Area thresholds for agreement <p>Review:</p> <ul style="list-style-type: none"> • Make decisions following reviews where significant changes to the existing Education, Health and Care Plan provision may be required. This will include change of funding, provision and need. Reviews will include Statutory Annual Review of EHC Plans, Short Break Provision and Children’s Continuing Care <p>Funding:</p> <ul style="list-style-type: none"> • Determine and agree funding resource allocations to meet education, health and care needs relating to the scope of the panel • Determine and agree funding in relation to a personal budget for Education, Health and/or Care elements where requested <p>Move into district:</p> <ul style="list-style-type: none"> • Determine whether an adoption of a Plan is appropriate or make decision to reassess, agree placements, needs and provision for pupils who move to Bradford with an Education, Health and Care Plan from another Local Authority, including funding allocations for education, health or care elements of the plan. <p>Placement and Provision:</p> <ul style="list-style-type: none"> • Determine educational placement and/or provision for a new Education Health and Care Plan • Determine educational placements when a request to move from mainstream to specialist provision is made and vice versa • Determine education only placements in independent and non-maintained schools and colleges and funding appropriate to these provisions. • Determine Post 16 and Post 19 commissioning of provision for High Needs Learners • Determine provision for Short Break requests • Refer children/young people with complex needs to the Complex Care or External Placements Panel for those children and young people whose needs the Education, Health and Care Panel agree can no longer be met

	<p>from within education, health or care support available locally and for whom more specialist, bespoke and high cost provision will need to be individually commissioned and approved by Senior Managers.</p> <p>Process:</p> <ul style="list-style-type: none"> • Make decisions based on full discussion by all the membership. • Ensure that decisions are made in regards to funding by an officer with appropriate delegated powers from the CCG, Education and Social Care Services • A minimum of 1 Chair to attend all meetings • The chairs and representatives from the CCG and Social Care to remain at the panel until all cases where statutory decisions are to be made have been discussed • Head Teachers and SENCO representatives will not contribute to the decision if the child is known to him/her or is likely to be consulted about for a place at his/her school. • Make decisions based only on the written evidence presented. If this is insufficient to support a decision being made, the case will be referred back to the referring agency for further clarification. In exceptional circumstances additional information may be sought during the meeting to prevent delay in decision making • Ensure that all decisions are recorded and shared with the schools, parents, partner agencies (where appropriate) and other involved LA Officers. • Use an Action Log to record where decisions are made that require action to be progressed by panel lead officers or chairs that would be outside the normal working of the panel and actions for teams such as SENART. This will be reviewed at the start of each panel meeting. • Use the SEND Range Guidance, Social Care and CCG thresholds to support the decision making. • Consider late panel referrals at the next panel meeting, unless there are exceptional circumstances where a delay of one week is not possible.
	<ul style="list-style-type: none"> • All relevant information will be shared with EHC Panel members at least two days before every panel meeting. This will include all the necessary paperwork to support the decision making process. • All paperwork will be available on the Bradford Virtual Learning Environment (VLE) • The papers will be destroyed securely following the meeting. • The meetings will be attended by an Administration Officer from SENART to support the administration requirements of the Panel. • Where the panel meeting falls within the school holidays or on the first day after school holidays, school representatives will not be expected to attend.
Reporting Mechanism	<ul style="list-style-type: none"> • The panel will be accountable to the Health and Well-Being Board through the SEND Strategic Partnership.
Meeting Schedule	<ul style="list-style-type: none"> • The EHC Panel will meet every Thursday, 8:30am – 17:00pm
Review of Terms of Reference	<p>Review Date:</p> <ul style="list-style-type: none"> • Terms of Reference will be reviewed annually