



HILLINGDON
LONDON

SEND Advisory Service Panel
Terms of reference

January 2020

Contents

Background and Principles of the SEND Advisory Service Panel	2
National and local legal framework, policy & guidance	2
Purpose of the Panel	2
Frequency and Timings of Panel	3
Chair of the Panel	3
Panel Membership	3
Information to be provided to the Panel	4
Decision making	4
Recording of Decisions	5
Confidentiality	5
Panel Observers	5
Review Arrangements	6

Background and Principles of the SEND Advisory Service Panel

From March 2020 a new SEND Advisory Service (SAS) Panel has been set up as part of Hillingdon's SEND Service Transformation. The SAS aim to work in a multi-disciplinary way to support the Local Authority in making decisions which follow these principles and approaches:

- Person centred
- Inclusive, promoting equality
- Preparation for transition at appropriate phases
- Evidence based, transparent and consistent processes and decision making
- Value for money, effective use of resources and range of provision to be considered
- Evidence that level of resources are aligned to the needs/outcomes of the child

National and local legal framework, policy and guidance

In all cases the Panel will have regard to relevant legislation, statutory frameworks, Codes of Practice, non-statutory guidance and the Local Authority policies and agreed procedures.

Panel members ***must comply*** with the following:

- The SEND Code of Practice 2015
- Children and Families Act 2014
- Education Act 1996
- Working Together to Safeguard Children 2018
- Equality Act 2010 (which includes reasonable adjustments for disabled pupils)
- Relevant practice guidance for professional bodies

Purpose of the Panel

The purpose of the SEND Advisory Service Panel is to consider the recommendations presented by educational settings, parents and external agencies to support the Council's decision making in respect of whether:

- Support is required from the SEND Advisory Service.
- The criteria for Early Years Inclusion Funding (EYIF) has been met.
- Early Support Funding (ESF) is required following the completion of a 'My Support Plan.
- Any significant changes recommended by the setting following a review of

a My Support Plan are necessary e.g. increase/decrease in resources/the ceasing of ESF.

Frequency and Timings of Panel

- The Panel will meet fortnightly **'term time only'**, with exceptional cancellations due only to insufficient cases.
- There will also be instances where a reduced number of professionals are able to attend, where this is the case, the chair of the Panel will decide whether to proceed. In this instance attending professionals will be given as much notice as possible.
- All Panels will be held in the Civic Centre, High Street, Uxbridge UB8 1UW.
- The SAS Panel will **usually** be held on Thursdays:
 - Referrals 2pm to 3pm
 - Funding 3pm to 4.30pm

Chair of the Panel

Panels will be chaired by a **SAS Team Manager, Principal SEND Advisor** or in the absence of either the SAS Service Manager. The role of the chair is to ensure all cases presented to the Panel are considered fairly and on their own merits and importantly that there is consistency in decision making.

The Chair of the Panel acts on behalf of the Assistant Director of SEND & Inclusion in respect of delegated budget responsibility and should ensure that all decisions are made in the best interests of the child or young person whilst also ensuring effective use of resources.

Panel Membership

In addition to the SAS Team Manager and the Principal SEND Advisor, the following professionals will normally attend:

- An ASD (Autism Spectrum Disorder) Advisor
- A Language Advisor
- An Early Years Advisor
- A Hearing & Vision Impairment Specialist Teachers
- A Senior Sensory Advisory Teacher & MSI Specialist
- A SAS Key Worker
- A SENCO
- A representative from the Parent/Carer Forum
- A member of the Participation Team
- A member of the Positive Behaviour Support Team

- A member of Children & Families Team
- A member of the Educational Psychology Team
- A member of the statutory SEND Team

Panel members will work to the principles set out on page 2 of this document and:

- Provide expertise in their own specialist area and offer impartial advice pertaining to individual cases.
- Ensure all considerations and decisions relate to the individual circumstances of the child or young person and will be reached in a way that supports the best interests of the child or young person.
- Advise on, monitor and challenge the use of an educational settings own resources and delegated budgets (if relevant)
- Have due regard to the efficient use of resources based on need and provision of value for money.
- Will not promote the interests of their own service or setting.

Information to be provided to the Panel

Panel should be provided with confirmation and evidence of the following:

Requests for support

- A fully completed SAS referral form, ensuring that consent to share information has been sought and is evidenced.
- Any reports or supporting documentation.
- Details of support currently provided if relevant.

Funding

- A fully completed funding application form
- A completed My Support Plan, detailing outcomes sought
- A detailed Provision Map
- A copy of the child/young persons attendance report

If relevant information and evidence is unclear or missing, delays in decision making will occur.

Decision making

Decisions will be based on:

- The evidence and documentation provided
- Whether resource is required outside of what is 'Ordinarily Available'
- The advice of the Panel
- The informed and relevant knowledge and understanding of the Chair of the Panel

- Compliance with relevant legislation and guidance

Where it is not possible to reach consensus:

- The Chair of the Panel will determine whether a decision must be made and what that decision is, or whether further information is required.

In exceptional circumstances

- The **Chair** of the Panel can (as a duly authorised officer of the Local Authority) make a different decision to that recommended by the Panel.
- The **Chair** of the Panel, SAS Service Manager or Assistant Director for SEND & Inclusion can (as duly authorised officers of the Local Authority) **make a decision without the direct advice** of the Panel.

Recording of Decisions

- All decisions and reasons will be recorded on the summary record sheet and will be reviewed as part of the moderating process.
- Decisions will be provided to the referrer, parent, setting or school.
- Funding decisions will be provided to the referrer and parent.

Confidentiality

Panel members:

- **Must** uphold confidentiality in all cases presented and must act in accordance with the General Data Protection Regulations.
- Work together to **safeguard** children and young people.
- Must **not** advise on cases where there may be the perception of a conflict of interest. In this instance Panel members must notify the Chair.
- May draw learning from the cases discussed, no identifying facts can be included in any notes or records that are taken away or in any discussion or records following the Panel.

Panel Observers

- Occasionally, the Local Authority receives requests for colleagues to join the Panel in an observatory capacity. The Local Authority takes the view that this promotes joint working and understanding, professional development and workforce development.
- Observers must book in advance by contacting sasinclusion@hillingsdon.gov.uk.

Review Arrangements

- The SAS Panel will normally be reviewed every 6 months but at a minimum annually.
- The SAS Service manager will be responsible for ensuring that any amendments to the Terms of reference are drafted and reviewed alongside Panel reviews.
- Comments and feedback are welcome from Panel members at any stage and minor amendments to both the operation of Panel and the Terms of reference may be made.