**0-25 SEND Complex Case Panel.**

**Terms of Reference.**

*Note – for the introduction/transition period from June 2015 – September 2015 there may be some variation in the way this Panel is configured and carried out, however these terms describe the ideal manner in which the Panel should be delivered and we will be working towards full compliance by September 2015.*

**Purpose:**

This meeting will consider complex casework associated with children and young people undergoing Education, Health and Care Needs Assessment or with a Statement of SEN or an Education, Health and Care Plan.

It will specifically consider (this is not exhaustive):

* Requests for consideration of an independent or non-maintained placement – where these are to be joint funded the case will also be referred to the Southampton City Council Multi-Agency Resource Panel (MARP).
* Requests for additional resources from maintained mainstream schools where these requests ask for support above 20 hours a week.
* Requests for additional resources from specialist settings.
* Complex casework where a decision needs to be reached on placement/resources.
* All new SEND tribunal appeals.
* All ongoing SEND tribunal appeals where a further decision or action is required following initial preparation work.
* Whether to issue an EHC Plan where the case is complex (and decision is therefore not clear).

The Panel will also review all tribunal outcomes and agree any relevant actions.

**Membership:**

The SEND Complex Case Panel has multi-agency representation. A representative from education, health and care is required to attend all meetings although the actual professional attending will vary. There will be an Educational Psychologist at every meeting.

The SEN Team Manager (or identified substitute when absent) will chair the meeting.

Representatives from the 3 primary services may come from (this is not exhaustive):

Education: Portage, Early Childhood Service, pre-school setting, school setting, Post 16 setting, specialist settings, specialist advisory teacher.

Social Care: Early Help, SEND Care Service, other social work team.

Health: Speech and Language Therapy, Occupational Therapy, Physiotherapy, CAMHS, Community Paediatrician.

*Note – It is our intention to include parent/carer representation. It is imperative their role within the meeting is clear and that they feel confident and empowered to contribute to the meeting and the decisions it makes. Training and/or induction requirements and support arrangements are currently being considered and this will be a priority for the Lead Officer SEND when in post.*

**Process:**

* The meeting will be held weekly on a Tuesday [school holidays may incur some variation].
* The agenda will be set a week in advance on the proceeding Tuesday.
* A summary of the case will be prepared by either the Assessment Co-Ordinator or a member of SEN Team and distributed to all attendees on the proceeding Thursday (Appendix A). Other relevant reports will be available in the Panel meeting.
* Attendees are responsible for bringing a copy of the summary sheet to the meeting.
* Discussion and decisions will be recorded by Southampton City Council Business Support member under the guidance of the meeting Chair.

**Decisions:**

The complexity of the situations discussed within this forum mean that decisions must take into account many complex factors associated with each individual situation. The decisions reached by this panel will aim to offer solutions which will contribute to the child or young person achieving the outcomes specified within their EHC Plan (or objectives within a Statement). As the panel will discuss varying situations with wide ranging complexities it is not possible to establish specific criteria to reference decisions against. However, all Panel members will consider their contribution and offer proposed solutions in line with the following principles:

* Discussion and proposed solutions will be based on the facts of the case as presented within the paperwork at the time of the panel discussion.
* Discussion and decision will be in line with the statutory legislation to which the local Authority must adhere primarily the Children and Families Act 2014 and the Special Educational Needs and Disability Code of Practice 2015.
* All panel members will be supported to share their comments, views and observations and all opinions will be treated with respect.
* Where a decision is split between the panel members the Chair will make the final decision.

**Recording decisions:**

* All cases discussed will have a decision recorded at the end of the Case Summary Sheet. Whilst all the details of the conversation will not be formally noted the decision and any associated explanatory notes will be recorded.
* All decisions will be open and transparent and the panel recording mechanisms will be made available to parents/carers or the young person themselves if they would like to view them.
* The Southampton City Council Business Support Team will offer administrative support to the Panel and will record the decisions under the guidance of the Chair of the Panel.

**Sharing decisions:**

* Decisions reached at the Panel will be confirmed to the relevant professional or parent/carer within 10 working days of the Panel discussion. Where possible the decision will be shared by phone within 5 working days and followed up in writing within 10 working days.
* The SEN Team is ultimately responsible for sharing the Panel decision, however the Panel may identify an alternative panel member to confirm the decision depending on the circumstances of the case.
* At times the Panel may not reach a decision because they require further information or the situation has been subject to change since setting the agenda. At these times the parent/carer, young person or relevant professional will receive contact to confirm what action is being taken and why within the same timescales set out above.

**Review of decisions:**

* The panel processes set out above ensure the parent/carer or young person and educational setting will receive contact from an identified member of the SEN Team or representative of the panel who they may contact to ask any questions or seek further information.
* If following the processes above the family or setting wish to engage with an alternative representative they should contact Kalvinder Garewal, SEN Team Manager, 023 8083 3262 or [kalvinder.garewal@southampton.gov.uk](mailto:kalvinder.garewal@southampton.gov.uk)
* Where conversations or actions following the panel identify new or additional information the request may be returned to the panel for further consideration.
* Parents/carers and young people have the right to appeal certain decisions they disagree with to the Special Educational Needs and Disability Tribunal. The details of this process will be provided in writing when appropriate.

Southampton City Council is committed to maintaining a local dialogue with its families and will always strive to work with them to try to resolve any disagreement.

May 2015.

Appendix A:

**0-25 SEND Complex Case Panel.**

**Summary and Decision Record.**

*Copy of current statement/EHCP (draft or final) must be attached to this form.*

Pupil name: DOB: Year Group:

School:

|  |
| --- |
| Question to Panel: |

|  |
| --- |
| Parent/Carer view: |
| Child/young person view: |

|  |
| --- |
| What has happened so far?  (Chronology of key points) |

|  |
| --- |
| Any other information – to include full cost comparison where applicable. |

**Decision (to be completed Business Support under guidance of Chair):**

|  |
| --- |
|  |

Meeting attendees:

……………………………………………………………………………………………………………

Signed:………………………….(Panel Chair) Date:…………………………….