

# Local High Needs Funding (LHNF) Panel

## Terms of Reference (ToR)

**Name of Group:** Local High Needs Funding Panel (LHNF Panel)

### 1. Scope and Purpose:

- To provide a robust and transparent decision-making process for allocation of High Needs Funding at a local level for children and young people who have emerging needs and who do not have an Education Health and Care Plan.
- To ensure that there is local involvement in this process as well as involvement from HCC staff.
- To consider applications for LHNF from schools and settings and to agree funding, make arrangements to provide support to schools in the event of the application being declined, or both.

### 2. Membership of the Group:

#### Chair- DSPL Manager – locality based

- Coordinates agenda
- Oversees the progress of the meeting (including time keeping), managing group dynamics and ensuring all are heard (a joint responsibility of all members)
- Records all decisions and communicates these to the school and central SEN team along with any further professionals required to support.
- Implements quality assurance mechanisms for the decision- making process on a termly basis.

#### Core Members:

- School/setting representatives from each phase of education (where possible) – EYs, and KS1, KS2 and secondary schools on a rota basis.
- A representative from the Specialist Advisory and Support Services
- A representative from the Educational Psychology Service

#### Associate Members:

- Representative from the local Education Support Centre (ESC)/Primary Behaviour Service (to be determined locally)
- Representative from Special School Outreach (to be determined locally)

**Quoracy:** DSPL Manager plus six members including at least one HCC representative.

### 3. Role of admin support

Prior to each meeting ensures:

- Electronically circulates agenda/ papers ahead of meeting at least 5 working days ahead and receives apologies
- Maintains spreadsheet during panel and notes anything required to be communicated to schools/settings or HCC.

#### **4. Responsibilities of the members of an LHNF Panel**

- To read all school/setting applications prior to the panel.
- To take responsibility for joint decision making as a group
- To ensure confidentiality of discussions and decisions taken within the group
- To consider the needs of the child/young person in accordance with the banding descriptors.
- If the needs of the child or young person are at the level of band 3 or above, consider if funding is appropriate and, if it is, decide the length of the allocation which should be no longer than one year and may be less.
- Whether funding is allocated or not agree whether it is appropriate to provide support/additional support from either ISL services or local services such as an ESC, Primary Behaviour Support or special school outreach.
- If the needs of the child/young person are considered to be at band two or below agree whether further support is appropriate from ISL or local services as above.

#### **5. Accountability**

- The decisions of the panel are the result of co-production between schools and settings, ISL professionals and the DSPL manager.
- The panel is responsible for the monitoring of the HCC delegated budget and to ensure that it is not overspent.
- The panel will prepare a report using the agreed format for their DSPL board in order to provide visibility on children's needs and the provision required locally.

#### **6. Confidentiality and Transparency**

- No formal minutes are taken however the decisions and actions are noted.
- The ToR are open to the Freedom of Information Act (FOI) and for transparency are included in the Local Offer Website.
- The decision regarding funding allocation and support will be communicated by the DSPL manager to schools/settings and the Central SEND team.
- Parental consent is required before an application is made and schools/settings are responsible for communicating any resulting decision to parents.
- Use of LHNF within the DSPL areas is monitored by the High Needs Funding Monitoring Group which is a multi-agency group that includes representation from Herts Parent Carers Involvement (HPCI) the recognised parent carer forum.

#### **7. Frequency**

- From January 2021 panels will take place monthly in accordance with a schedule agreed by all DSPL managers.

#### **8. Lifespan of Terms of Reference**

- This process will be reviewed in December 2020 and the ToR updated accordingly.