

SEND Funding Co-design Working Group

Terms of Reference

1. Introduction

- 1.1. The Terms of Reference for the SEND Funding Co-design Working Group describes the remit of the Group in contributing to the wider discussion of SEND developments including the development of a funding model for mainstream pupils with an EHCP from 2019-20. The context for this work is that the model should be co-designed and must provide a fair, efficient and effective method for allocating a defined government funding allocation to support pupils with special educational needs and disabilities, with reference to the Special Educational Needs and Disability (SEND) Code of Practice 2015 categories of need.

2. Purpose

- 2.1. The aim of the Group is to consider and advise on a funding model for mainstream EHCP, or options for funding models, that can be sustained by the Local Authority (LA) within the resources available to it from central government. The Local Authority will then consider the options put forward by the Co-design Group. The LA will consult widely with stakeholders on the final proposals in accordance with the Children and Families Act 2014 and reach its decision on the development of a funding model.

3. Decision making process

- 3.1. The funding of SEND Services rests with the Local Authority. The Co-design Group's purpose is to recommend options and state its preference for the LA to consider. The process would be for the LA to consult with stake holders following this process. The final decision on the funding arrangements or model for Hackney is with the Local Authority.

4. Scope

- 4.1. The scope for the co-design group must be as focused as possible in looking at options for mainstream EHCP's. However this should not cause the group to feel restricted in how they approach the task, or prevent the Group from considering new or innovative approaches to the issue. Nevertheless, to assist in keeping its work focused and ensuring the objectives are met, the scope for the Group has been defined below, followed by a number of principles the Group should adhere to:
 - 4.1.1. To look at alternatives to the range and value of the current resource levels for children attending maintained mainstream school provision.
 - 4.1.2. To consider the value of early intervention funding to support SEND children in mainstream schools.
 - 4.1.3. To consider the expectations around the level of SEND support in and culture of inclusivity in mainstream schools.
 - 4.1.4. To review models of funding in use in other local authorities.
 - 4.1.5. To agree a means of ensuring resources are shared equitably throughout the system and between pupils currently in receipt of SEND funding and pupils in receipt of SEND funding in future.
 - 4.1.6. To recommend a SEND funding model, or options on a SEND funding model.
 - 4.1.7. The Group will be supported by a sub-group of LA officers to follow up actions agreed by the Co-design Group so that the momentum to achieve its outcomes are met.
 - 4.1.8. If necessary to feed into an Equality Impact Assessment on the final proposals.
 - 4.1.9. The Group will source information and evidence from a range of stakeholders such as Local Authorities, local groups, parents, charities and civic groups, children and adult care professionals, health professionals, and education professionals.

SEND Funding Task & Finish Group – Terms of Reference

- 4.1.10. Where appropriate, it will make recommendations to external bodies on SEND funding issues based on evidence collated by the Group.

5. Principles Guiding the Group

- 5.1. Promote and advance the concept of early intervention in order to meet the immediate and sometimes short term needs of some children.
- 5.2. To deliver SEND support for pupil outcomes within a defined funding allocation.
- 5.3. To focus on children's outcomes and be evidence based.
- 5.4. Minimise bureaucracy in any processes suggested.
- 5.5. To promote independence at every stage of a child and young person's journey and to ensure access to inclusive services to meet identifiable needs through agreed commissioned approaches.

6. Membership

The Group will consist of 16 members.

Name	Role	Sector
Core members:		
Bernard Hawes	Independent Chair	Governor
Parent/community Groups		
	HiP	Parent/Carer Forum
	Interlink	Community (OJ)
	Campaign group	Parents
	Parent	Independent Parent
Governors		
		Governor
School/Settings		
		Primary
		Secondary
		Special
SENCO's		
		Primary
		Secondary
		Special
Voluntary sector		
	Early years settings	PVI
Members		
Professionals		
Andrew Lee	Assistant Director	Education Services
Toni Dawodu	Head of SEND	Education services
Advisory members to attend as and when		

SEND Funding Task & Finish Group – Terms of Reference

Name	Role	Sector
Yusuf Erol / Ophelia Carter	Head of Finance / Head of School finance	HLT
Breda Maynard	Legal	HLT
Angela Scattergood	Head of Early Years	HLT- Early Years
Melanie Moodley	Head of EHCP	Education services

Attendance at the SEND Co-design Group is important. If a member is unable to attend, the member must send a deputy or alternative representative.

7. Reporting and Governance

7.1. The Co-design Group will keep the following groups informed of progress:

- SEND Partnership Board
- Parent Forums
- HLT Senior Leadership Team

7.2. The Group's options will be reported to HLT Senior Leadership Team (SLT) who will make the decision on the group's recommendations subject to the usual council and Schools forum procedures governing these decisions.

7.3. The Group will also report evidence and, where appropriate, their findings to other bodies and groups such the Children and Young People Scrutiny Commission, Hackney Council's children's services and adult services, the Hackney And City CCG to ensure there is cross-body information sharing.

8. Frequency of Meetings

8.1. Meetings will take place on a 3 weekly to monthly basis.

8.2. Any subgroup commissioned by the Group will report at agreed intervals but at least on the 3 weekly to monthly cycle.

8.3. The meetings will take place at the Town Hall on pre-agreed dates.

9. Organisation and Meeting Management

9.1. Meetings will be chaired by an Independent Chair.

9.2. Meetings will be coordinated by the consultation team, including managing the forward plan of business and compiling the agenda.

9.3. The minutes will be written and sent to the chair for approval within 5 working days of the meeting.

10. Confidentiality

10.1. It is imperative that all information discussed at the Group is confidential and not disclosed by any members. Where information will need to be disclosed, it can only be done with prior authorisation of the Chair. This is necessary for the Group to accept submissions in confidence and have the freedom to consider options widely as not to restrict its thinking as a group.