

EDUCATION, HEALTH AND CARE NEEDS MANAGEMENT BOARD

Terms of Reference –March 2018

1.1 Purpose of the Management Board

The Education, Health and Care Needs Management Board will consider requests and provide advice about Education, Health and Social Care provision to meet the assessed needs of children and young people with special educational needs and disabilities aged 0-25 when those needs are exceptional (*i.e. education, health or social care needs cannot be met by provision normally available through the Local Offer*).

The Management Board has been established to ensure that the decisions made by a single agency (health, education, social care, adults) are taken in a way that:

- promotes co production, joint planning and joint commissioning of services
- ensures a focus on high aspirations and improving outcomes

The EHCNM Board is an advisory and not a decision making forum. Referrals made by a single agency are discussed with partners who are able to share information and make recommendations. Decisions are then taken by the Managers/ Commissioners of the agencies with statutory or delegated responsibility.

1.2 Key responsibilities of the EHC Management Board

The EHC Management Board has responsibility to:

- Consider requests and provide advice about the need to carry out a statutory EHC assessment
- Consider draft EHC Plans and make recommendations about the need to issue an Education, Health and Care Plan (EHCP) or a non-statutory SEND Support Plan and plan content
- Consider and make recommendations on requests for change of education placement or provision following an Annual Review of an EHCP
- Consider requests and make recommendations about Continuing Care and additional Social Care provision to meet exceptional needs
- Consider and make recommendations about requests for overnight care or overnight short breaks

- Consider and make recommendations about special education placements; in accordance with *Special Schools and Resource Base Admission Arrangements*
- Consider access to the jointly commissioned Positive Behaviour Support Service
- Ensure all relevant plans and resources (direct and commissioned services, personal budgets) that meet exceptional needs are monitored and reviewed
- Audit the EHC assessment and review processes at least six monthly, reporting to the Head of Pupil Services, to inform best practice and the development of local guidance
- Provide information, advice and recommendations related to the strategic joint commissioning of SEND services.

3.0 Membership

The Education, Health and Care Needs Management Board will consist of the following members:

- SEND Commissioners
- Health Commissioners
- Social Care Commissioners
- Adults Services Commissioners
- Designated Clinical Officer

Others invited to attend include:

- Relevant clinical/practice advisors
- Relevant operational or service managers

Where a member cannot attend, they should identify a nominated representative with delegated authority. The administration of the Management Board will be supported by Local Authority Officers. There will be a rotating Chair for meetings.

NB: Social Care cases will be presented by a manager who is familiar with the circumstances of the family.

4.0 Arrangements for the Conduct of Business

4.1 Quorum

At least three representatives (representing at least 2 agencies) will be required to be present for the meeting to be quorate. Where the lead agency member responsible for making the decision is not present cases requiring their decision will be deferred.

4.2 Frequency of meetings

The Management Boards will be held fortnightly on a Tuesday afternoon between 1.00pm – 4.00pm.

4.3 Location

Management Board meetings will take place at a central location. e.g:222 Upper Street, Laycock PDC or Islington Town Hall. Rooms will be block booked in advance by the Management Board administrator.

4.4 Referrals to EHC Management Board

Referral documentation must be submitted by 12 noon on the Wednesday preceding the EHC Management Board meeting. Referrals must be made by emailing:

ehcnpanel@islington.gov.uk

The paperwork required for each referral is set out in operational guidance held by each agency.

4.5 Information Sharing

Information sharing is covered by the SEND Information Sharing Agreement Children and Young people aged 0-25 with special educational needs or disabilities (SEND) which will be kept under review and updated as necessary.

Any information that is to be shared at this Management Board must either have the consent of the parent and/or young person OR the professional sharing the information must be clear about why they have chosen to share the information without consent.

4.6 Agenda

An agenda and papers will be circulated to Management Board members by 5.00pm on the Thursday before Management Board.

The agenda will list cases by type of request so that non-members are requested to attend only for the cases that relate to their service area.

4.7 Recording and notification of Management Board decisions

Recommendations will be recorded using the EHCN Management Board Outcomes Form (Appendix A).

A copy of the completed outcomes form will be saved on the relevant systems (e.g. RIO, ICS, IAS, ONE) and sent to the referrer, who will be responsible for communicating their service's subsequent decision to the child/ young person and their family as appropriate.

Action notes will be used to record actions related to Management Board processes, strategy and joint working but will not be used to record recommendations related to individual cases.

4.8 Management Support and Administration

A designated Business Support Administrator will ensure the co-ordination of all requests, correspondence and Management Board meetings but each agency is expected to quality assure their own paperwork for referrals.

Incomplete referrals *cannot* be considered by the Management Board, and will be returned.

4.9 Declaration of Interests

If any member has a pecuniary interest or personal involvement, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the Management Board consideration has been completed. This may involve the Chair standing down for particular items.

4.9 Equality Considerations

The Management Board shall not discriminate on the grounds of physical, sensory or learning disability, age, gender, sexual orientation, ethnicity, social position, religious beliefs, employment status, financial status, family or other personal circumstances or lifestyle in line with the following public documents, Race Relations Act 1976, Employment Act 1990, Disability Discrimination Act 1995, Equality Act 2010 and the Islington Equality and Diversity programme.

4.10 Appeals

Any appeal must be made to the service/service manager responsible for decision making as the EHCNM Board acts in an advisory capacity only.

Members and invitees can bring information about appeals, complaints and tribunal decisions to the attention of the Board members where they feel that this is appropriate.

4.12 Review of Terms of Reference

These Terms of Reference will be reviewed annually or sooner if required as a result of national/local policy changes. The date for next review will be March 2019.