



A Guide to

# Personalisation and Personal Budgets

Co-produced with  
Liverpool's Parents' Interest Group

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## The Children and Families Act (2014)

- The Children and Families Act (2014) reforms the support provided for children and young people with special educational needs and disabilities (SEND).
- A Code of Practice was published in 2015. [gov.uk/government/organisations/department-for-education](https://www.gov.uk/government/organisations/department-for-education)
- The code gives statutory guidance for local authorities, clinical commissioning groups (CCG) and other organisations on how to work together and support children and young people with SEND.

## What is a Personal Budget?

- A personal budget is the funding allocated to a child or young person with SEND to meet their eligible support needs where these needs cannot be met from within universal or targeted services. Information about these services are described in the Local Offer available on [ehd.liverpool.gov.uk](http://ehd.liverpool.gov.uk)
- A Personal Budget can be made up of funding from education, health and social care.
- Each of the three areas has its own criteria that decide whether a child or young person can receive funding from that area.

## Requesting a Personal Budget

- A Personal Budget can be requested when a child or young person with SEND has an Education, Health and Care (EHC) Plan.
- There are 3 situations when the child or young person's parent, or the young person themselves can request a Personal Budget.

They are:

- When the local authority has completed an EHC assessment and confirmed that it will prepare a draft EHC Plan.
- During the review of an existing EHC Plan.
- During a re-assessment of the EHC needs of a child or young person who has an EHC Plan.

## The Ways Personal Budgets Can Be Managed

Personal Budgets can be offered in different ways including:

- Parents and young people receive cash as a Direct Payment to arrange, purchase and manage services themselves. [search3.openobjects.com/mediamanager/liverpool/fsd/files/guide\\_to\\_direct\\_payments-20pp\\_a4final.pdf](https://search3.openobjects.com/mediamanager/liverpool/fsd/files/guide_to_direct_payments-20pp_a4final.pdf)
- Liverpool City Council, Liverpool CCG, or the school/college holds the funding and works in partnership with the parent or young person to commission the support.
- Funds are paid to and managed by an individual on behalf of the parent or young person; this could be a family member or a money management service.
- A combination of the above.

## When a Personal Budget Cannot Be Offered

Each request for a Personal Budget is looked at individually but there are times when a Personal Budget cannot be made.

For example:

- Funding for a Personal Budget cannot be taken from a service that is provided for a number of children and young people if it would affect the service for the other children and young people using it.
- Liverpool City Council and Liverpool CCG have contracts in place with providers of services for children and young people with SEND. As those contracts come to an end a greater range of support could be funded by a Personal Budget.
- When a child or young person is Looked After, the local authority will manage the support package on their behalf as their corporate parent.

## Support that cannot be included in a Personal Budget

Personal Budgets do not include all aspects of Education, Health and Care services.

For example:

- Universal Services available to all children and young people such as a school place or health services provided by GPs are not included.
- Using a direct payment to employ a family member who lives in the same household will not be possible except in very exceptional circumstances.

## Reviewing Personal Budgets

- During the annual review of the child or young person's EHC Plan Liverpool City Council and Liverpool CCG will review the use of a Personal Budget.
- The purpose of the review is to ensure resources are being used in the best way to support the child or young person to achieve their outcomes.

## Withdrawing or Reducing a Personal Budget

Whenever a Personal Budget is withdrawn or reduced, Liverpool City Council and Liverpool CCG will consult with the family or young person and all relevant parties, and give written notice of the reasons for the decision.

### Information, Advice and Support

- The Plan Co-ordinator or the Lead Professional will have a discussion with the family about the option of a personal budget.
- Further information is available from Liverpool & Knowsley Special Educational Needs & Disability Information Advice and Support Service (SENDIASS) (formerly known as Parent Partnership) and Liverpool's Independent Supporters (Contact details are available on [ehd.liverpool.gov.uk](http://ehd.liverpool.gov.uk).)

### Complaints and Appeals

An appeal can be made if:

- An aspect of provision listed in the Education, Health and Care Plan has not been offered in a Personal Budget and was requested by the parent or young person.
- A Personal Budget has not been offered or the request has been refused.
- The amount of the Personal Budget is felt not to be sufficient to meet the needs of the children or young person.

An appeal would be dealt with through the Disagreement Resolution Service provided by Essential Mediation, [essentialmediation.co.uk](http://essentialmediation.co.uk), **01908 889 080** or [admin@essentialmediation.co.uk](mailto:admin@essentialmediation.co.uk)

## **Support for Families**

Personal Budgets are just one way in which Liverpool City Council supports children and young people with special educational needs and disabilities (SEND).

Other support is also available through:

### **Community Wealth**

Many families and communities have community wealth. This is when community groups, volunteers, friends, neighbours and family can offer support using their skills, knowledge and experience outside traditional statutory services.

### **Universal Services**

Children and young people can access many activities and services that are available locally to everyone in the community. Universal Services include schools, leisure centres, cinemas, libraries, GPs and dentists.

### **Targeted Services**

Some children and young people with SEND may use targeted services. Targeted services include Educational Psychologists, teachers from the Sensory Service or short breaks providers. Children and young people with health needs may have support from specialist nurses or other health professionals.

# How do I find out more about Personal Budgets?

You can find out more about personal budgets including:

- How to request one
- The ways of managing personal budgets
- What support and advice is available

By contacting:

- The Special Educational Needs, Assessment and Placement Service on **0151 225 4908** or **[sen.team@liverpool.gov.uk](mailto:sen.team@liverpool.gov.uk)**
- Liverpool & Knowsley Special Educational Needs & Disability Information Advice and Support Service (SENDIASS) (formerly known as Parent Partnership) on **0800 0129066**
- Independent Supporters on **0151 702 5555**
- Essential Mediation on **01908 889 080**

The local offer is available on **[ehd.liverpool.gov.uk](http://ehd.liverpool.gov.uk)**