

Appendix 5

Early Years Inclusion Advice and Funding Panel

Terms of Reference for Panel Members

General

1. The name of the panel will be the Early Years Inclusion Advice and Funding Panel.
2. The panel will be chaired by the Education and Childcare Sufficiency Manager and Senior Development Officer, Early Years and Childcare Sufficiency. Panel members will consist of the Education Improvement Adviser (Early Years), Early Years Consultant and the Education Quality Adviser (SEND & AP), professionals representing agencies of support and advice and a member of the Business support team.
3. The panel has been created, in response to SEND changes nationally and promotes the key principles underpinning the Children & Families Act 2014 and the new 2014 amended in 2015 SEND Code of Practice. Along with guidance contained within the Early Years Entitlement Funding Operational Guidance in relation to special educational needs inclusion funds (SENIFs) known in Shropshire as Early Years Inclusion Funding (EYIF).
4. The panel will consider applications for advice and guidance and / or Additional Early years Inclusion Funding. (EYIF)
5. The panel will only consider requests for children without an Education, Health and Care (EHC) plan.

Function of the panel

1. The panel will provide advice and guidance to Early Years settings, provide support and challenge and signpost to services.
2. To support the inclusion of children with SEND in PVI/ Academy/ Maintained/ Childminder Settings who access Early Years funding.

Confidentiality

1. All members of panel must ensure that information, which has been shared or discussed at the meeting, is treated as strictly confidential in accordance with the Data Protection Act, 1998.
2. No details of individual cases, or panel discussion, should be discussed or continued outside the meeting on the day of the discussion, or at any other time.

3. It is the responsibility of panel members to raise any potential conflict of interest as appropriate.

Operational Principles

1. Panel members must attend all meetings to discuss cases. To be quorate at least three panel members must be present.
2. Decision making will generally be made through discussion and the reaching of a consensus view, facilitated by the chair. If a consensus view cannot be reached, a democratic voting system will be used, with the chair having the casting vote.
3. The panel will meet online through Microsoft Teams on the first Wednesday of each month, unless this lands in school holiday, it will then be on the nearest following Wednesday. Panel will not run through the six-week summer holiday.
4. All panel members are expected to have read through the cases in preparation for the meeting.
5. Applications to the panel will be administered by the Local Authority (Business Support Team). The panel will communicate their decision on funding in an outcome letter from the local authority within 10 working days of the panel.
6. The panel does not operate a formal appeals procedure. However, professionals can seek information from the panel as to why certain decisions have been made at any time, if these are not sufficiently clear in correspondence.

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