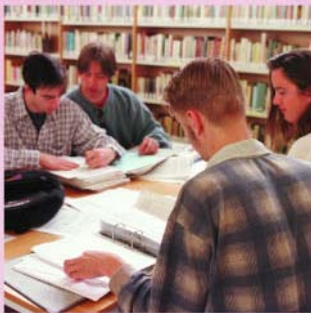


# Personalised Learning



Children and Young People's Services



## STATUTORY AND COMPLEX ISSUES PANEL GUIDANCE NOTES



September 2005



## **INTRODUCTION**

The Statutory and Complex Issues Panel (SCIP) was set up in November 2001 to bring together a number of separate panels in order to ensure that decision making was consistent, transparent and that accountability was clear.

A number of legislative changes have taken place since the inception of the panel and in the light of these the panel is to be reconstituted.

## **PURPOSE OF THE PANEL**

The SCIP panel is a central decision making panel for Children and Young People's Services and will deal with all Special Educational Needs (SEN) Statutory decisions, complex placements, multi-agency support and children and young people without an identified educational placement.

The panel will be established with all relevant personnel and information available to make consistent, evidence based and transparent decisions within set time scales.

The panel will also act as a monitoring and tracking system for the most vulnerable group of children and young people and all children and young people discussed will remain on the agenda until support and placements are finalised.

The panel will offer an opportunity for both the sharing of information and of accessing multi-agency support where appropriate.

It is anticipated that the process will increase service managers' and case officers' knowledge of interventions and support available across North Somerset.

## **PRINCIPLES**

- The child/young person is at the centre of all decision making
- Decisions are made on the basis of the written evidence provided to the panel and by discussion at that panel
- All decisions must be made against a background of national guidance, relevant legislation and local policy
- All discussion is confidential
- The rationale for any decision and agreed action points will be recorded

- Any service manager referring a case to the panel must have sought consent and have obtained the parent/carer and child/young person's views
- In circumstances where a panel member has a personal interest in a case no part should be taken in the decision making process
- All referral papers should be left with the panel administrator at the end of the panel unless action is required by the panel member or their service
- Commitment by members of the panel to attendance or named representation to ensure consistency of decision making

### **REMIT OF THE PANEL**

The panel will consider issues under the following headings at 9:00 am:

- Whether a statutory assessment should be initiated
- Whether a statement of Special Educational Needs or a Note in Lieu should be issued

The panel will consider issues under the following headings at 9.30am:

- Placement of pupils with a Statement of Special Educational Needs
- Children and young people without an educational placement either as a result of permanent exclusion, moving in to the Authority or change of care placement
- Children and young people identified as requiring support from more than one service division
- Joint funding issues
- Potential Tribunals
- Tracking of children and young people moving out of the Authority

At all points children and young people looked after will be discussed as a priority.

### **POWERS OF THE PANEL**

- The panel may request specialist support/advice
- The panel may request that further information is provided

- The panel may recommend that further work is carried out by a single agency
- The panel may make placement decisions taking in to account local guidance
- The panel may refer to other decision making bodies e.g. EOTAS panel, equipment panel etc
- To recommend a lead professional in complex cases using the DfES Lead Professional Guidance 2005

## **REPRESENTATION**

The panel will comprise representatives from the SEN Team, Educational Psychology Service, Educational Support Service, Educational Welfare Service, Education Other than at School Manager, Senior Manager from Children and Families Social Care and in future a representative of Connexions and Early Years

## **ROLES AND RESPONSIBILITIES**

### **Chair**

- Has knowledge of the area and national guidance and local policy
- Maintains pace and clarity
- Encourages reference to evidence and discourages anecdotal discussion
- Plans the meeting to fairly incorporate the balance of cases on the agenda and priorities of panel members
- Checks that minutes are recorded accurately and ensures that sufficient information is available for others to action
- Makes the final decision if consensus is not reached
- Feeds back any blocks, gaps in provision, policy issues to SLT
- Refers panel members to statutory/legal issues as appropriate
- Ensures that data is collated to provide a thrice yearly report to SLT

### **Case presenter**

- Prepares cases for panel to enable a succinct presentation of key issues

- Is familiar with evidence base so that it can be readily referred to in discussion
- Follows up requests for further information
- Highlights parent/ pupil view

### **Administrative support**

- Prepares the agenda and distributes
- Is consistent in style and method of recording decisions
- Checks understanding of agreed action with Chair as necessary

### **Other Panel Members**

- Read all information in advance of the panel and sought information from others where appropriate
- Participate in discussions and bring experience and knowledge from own area
- Remind the panel of issues of policy/practice and resourcing from own sector if relevant
- Are in a position to action interventions agreed at panel or to ensure that others do
- Provide a link between own service and panel so that there is a greater understanding of the scope and nature of the process
- Feedback any issues pertinent to service delivery/policy in own area

### **PROCESS**

Referrals to the panel will be made by Service managers across Children's Services and by a representative from the PCT.

The panel will meet every Wednesday morning from 9 am to 12 noon.

All agenda items will be logged by the SEN Team Administrative support with a deadline of 12 noon on the Friday before the following Wednesday's panel. Any items received after this time will automatically be placed on the next available panel. All referrals must be made on the appropriate form (see Appendices [A](#) and [B](#)).

The agenda will be e-mailed before 4 pm on the Friday to enable service representatives to consider any information that they may contribute to panel discussions. Completed referral forms will be available at each panel.

Following each panel meeting the agenda will be updated with key action points and re-circulated to attendees.

## **TIMETABLE**

<b>Time</b>	<b>Remit</b>	<b>Panel Composition</b>
9.00 am to 9.30 am	SEN Statutory process decisions	Representatives of : <ul style="list-style-type: none"> <li>• SEN Team</li> <li>• Educational Psychology Service</li> <li>• Education Support Service</li> </ul>
9.30 am to noon	Complex Issues	<ul style="list-style-type: none"> <li>• Assistant SEN Manager</li> <li>• Education Support Services Manager</li> </ul> Representative of: <ul style="list-style-type: none"> <li>• Educational Psychology Service</li> <li>• Education Welfare Service</li> <li>• Education Other Than at School Manager</li> <li>• Connexions</li> <li>• Service Managers</li> <li>• Children and Families Social Care</li> </ul>

## **Monitoring and Evaluation**

The working of the panel will be monitored and evaluated by a thrice yearly report to the Senior Leadership Team and by an Annual Report which will be available to all stakeholders.

**Statutory and Complex Cases Panel  
Information Sheet**

Date of Panel			
Name			
DoB			
School			
NCY (note if they are retained)			
Audit Funding	Yes/No	Audit Cat	
National Curriculum Attainments	English	Maths	Science
LAC (indicate which LEA has responsibility for arranging education)			
Vulnerable groups (indicate )			
Agencies involved			
Reasons for referral (1-12)			
Equipment/Adaptations required	Yes/No		
Transport considerations	Yes/No		

**Details of Referral (to be completed by referrer)**

General Background:	
School Views:	
Parents Views:	
Other Views:	

**Recommendations to SCIP**

1.
2.
3.

**Decision of SCIP and Action**

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SEN Officer

Date

**CHILDREN/YOUNG PEOPLE WITH COMPLEX NEEDS PROFORMA**

This form should be completed at the Complex Needs Meeting and passed to subsequent panel meetings for endorsement/action agreed.

<b>NAME OF CHILD:</b>		<b>DATE OF BIRTH:</b>	
<b>ADDRESS:</b>			
<b>CURRENT(LAST) SCHOOL:</b>			
<b>PARENTS/CARERS:</b>			
<b>LEAD REFERRING AGENCY:</b>			

<b>PANEL</b>	<b>DATE OF MEETING</b>	<b>CHAIR</b>
<b>Complex Needs</b>		
<b>SCIP</b>		

**Summary of Needs of Child/Young Person**

*Please attach relevant information that identifies needs and action already implemented*

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**What strategies have been put in place locally to meet the child/young person's needs?**

**Why have the local services been unable to meet the identified needs?**

**What questions/issues are you requesting that the SCIP should consider?**

**What specific options are being suggested, with associated costings?**

**What are the views of the child/young person?**

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**What is the view of the parents/carers?**

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**Please attach minutes of the Complex Needs Meeting(s)**

**Please attach recent documents, e.g. LAC Review, Health Assessment, Annual Review, etc.**

**Signed by Key Worker from Lead Agency:**

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***Information from SCIP will be provided to the Key Worker (named above). It is their responsibility to inform all involved participants.***