

## **TERMS OF REFERENCE**

### **Appendix E (EHCP Social Care Provision) Quality Assurance Panel**

#### **Purpose**

The purpose of the panel is to review Appendix E submissions alongside the Social Care practitioner to agree any Quality Assurance amendments suggested by the SEND Improvement Programme Team.

This is with a view to ensuring the quality of the overall EHCP for each child/young person is good, thus supporting the child and the school in meeting the child's needs.

#### **Membership**

Panel Chair: Aman Sekhon-Gill, Assistant Director – Quality, Standards and Performance  
Panel Vice-Chair: Carly Price, SEND Improvement Programme Manager  
Panel Admin: Romilly Knight, Project Officer

#### **Scope and Authority**

The panel may make suggestions and/or request further information to support the Appendix E but cannot amend the content of the Appendix E without the express permission of the Social Care practitioner who is allocated to the child's case.

Such suggestions may include (but is not necessarily limited to):

- Removal of elements which will instead be covered by Health in Section C/G of the child's EHCP
- Removal of sensitive information which is not necessary to include in support of the child's EHCP
- Content clarification
- Flagging missing content

#### **Meeting Procedure**

The Social Care practitioner will be invited to attend a 15-minute slot where the panel will feedback any suggestions from the SEND Improvement Programme Team on the content of the Appendix E.

The Appendix E will be displayed on screen and the Panel Admin will track change any amendments agreed by the Social Care practitioner during the meeting.

#### **Reporting**

The Social Care practitioner will then be sent a copy of the amended Appendix E (if applicable) by the Panel Admin for their records.