

# Early Years Inclusion Fund (EYIF) Panels

## Terms of Reference

### Function

The EYIF panels provide the key decision making function to distribute the LAs Early Years Inclusion Fund in support of children with SEND in early years settings. Panels enable the LA to provide additional funding to schools and settings to support them to include children with SEND without the need for an Education, Health and Care Plan.

Panels will only consider requests for children without an Education Health and Care Plan.

### Panel Membership

- Specialist Teaching Service manager (chair).
- Early Intervention Team Leader.
- Early Years Development Teacher.
- Infant/ Primary School Representative(s).
- PVI Representative(s).
- Nursery School Representative(s).

### Panels

There are two panels. One considers requests for funding for 3 and 4 year olds. The second panel considers requests for funding for 2 year olds.

### Requests

Panels consider requests for funding from private, voluntary and independent early years settings and mainstream schools with nursery provision (a nursery school or infant/ primary school with nursery provision). The school/ setting must be registered to provide government funded places for children in the early years. The use of the Early Years Inclusion Fund – Request Form is essential.

### Confidentiality

All members of the panels must ensure that information which has been shared or discussed during the meeting, is treated as strictly confidential. 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.

## **Conflict of Interest**

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

## **Operational principles**

- Panels take place once a term.
- 3&4 year olds panels last one full day. 2 year old panels last a half day.
- Panel members must attend all meetings to discuss cases.
- Decision making will generally be made through discussion and 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.
- The panel can only be held if there is a quorum of 3 (minimum)
- Applications to the panel will be administered by the Local Authority (STePs Admin team).
- The panel will communicate their decision on funding in an outcome letter from the local authority within 14 working days of the panel.
- The panel does not operate an appeals procedure.

## **Panel Agenda:**

- New Requests (standing item).
- Review Evaluation Forms returned (standing item).
- Expenditure review (periodic item).
- Process review (periodic item).