

# Policy guidance for Personalisation and Personal Budgets

For children and young people 0-18 years with  
**SEND** (Special Educational Needs and Disability)



Hertfordshire County Council (HCC) and  
Hertfordshire NHS Clinical Commissioning Groups (CCGs)  
(Herts Valleys CCG, East & North Hertfordshire CCG)



# 1. Using the guidance

The guidance is available in three formats:

- Online information via [www.hertfordshire.gov.uk/personalbudgets](http://www.hertfordshire.gov.uk/personalbudgets)
- Full guidance document in this pdf which can be printed (appendices are available as separate documents)
- There is an easy read Word version which can be printed

Our website also includes a link to a video produced by KIDS which explains about Personal Budgets.

The key information is in black text. Further information appears in coloured text boxes and is **linked** to the text.


**The word or phrase which it expands upon is in the same colour box.**

You can skip text boxes if you want to quickly read through.

You can go straight to a section of this guidance by clicking on the relevant heading in the contents page.

The online interactive version provides the further information in pop-up boxes.

Click on the pop-up boxes to close them and return to the main page.

 Click on web link icons at the bottom of the page to go to featured websites.



## 2. Purpose of this guidance



The purpose of this guidance is to explain the approach taken by Hertfordshire County Council (HCC) and the two Hertfordshire NHS Clinical Commissioning Groups (CCGs) to personalisation and Personal Budgets (PBs) across education, health and social care. It will also include information about Direct Payments and refer to more detailed guidance regarding Direct Payments (DPs).

The guidance relates to the **duties** of Hertfordshire County Council and the two CCGs.

It has been developed by a group of parents, health providers, commissioners, social care and education officers.

While the SEND Regulations cover the whole 0 – 25 age range, this guidance refers mainly to Personal Budgets for children up to 18 only. This is because from 18 years of age the Adult Care Services policies and rules apply for social care and health Personal Budgets. For 18 – 25 year olds who have educational needs and an EHC plan the education information in this guidance will apply.

### 3. Personalisation

Personalisation is at the heart of the special educational needs and disability (SEND) reforms 2014, SEND Code of Practice 2014

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf)

It is about putting children and families at the centre of education, health and care assessments and planning processes<sup>1</sup>.

Personalisation means planning for outcomes, which is a different approach from how we used to assess and plan care and support.

It means starting with the person and their family and focusing on strengths, preferences and aspirations. It means making choices in partnership with health, care and education professionals about when and how they are supported to achieve the identified outcomes - 'nothing done to me without me'.

Providing support early enables more families to have more control and avoid the need for increased or specialist services.



“ If you want to know whether a shoe fits, you ask the person wearing it, not the person who made it. ”

Anonymous, Hertfordshire Parents Carers Involvement

**There are a number of ways in which personalisation can be developed, these include:**

- **Person centred approaches – putting children and families at the centre of the process**
- **Personalising the support by working in partnership across education, health and social care.**
- **Funding mechanisms using Direct Payments (DP) and Personal Budgets (PB's)**

“ The best Personal Budget is the one that you don't need because you prevented it through early support. ”

Sarah Pickup, Deputy Chief Executive, Local Government Association, October 2017



<sup>1</sup>Children, young people and families can be supported throughout the EHC process by Independent Supporters

## 4. Who does this apply to?

The guidance applies to any child or young person (CYP) with special educational needs or disability (SEND), who has an Education, Health and Care plan (EHCP) and a Personal Budget has been requested.

This guidance also applies to children and young people who have a Child in Need or Short Breaks Plan following a social care assessment of need under the Children Act 1989, and to children and young people who have a Health Care and Support plan and are eligible for Children's Continuing Care.

### Who is eligible for a PB?

<b>Social Care:</b>	<b>Health:</b>	<b>Education:</b>
A CYP who is eligible for services through the 0-25 Together Service	A CYP eligible for NHS Children's Continuing Care	A CYP who is eligible for an EHCP - and has requested a PB - and requires individual tailored support
 Eligibility criteria is on the SEND Local Offer	See links to NHS websites on p.24 under Children's Continuing Care	 See SEND PB Regulations

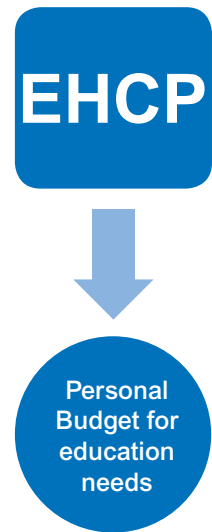
A CYP cannot have a Personal Budget for education if they do not have an EHC plan.



## 4. Who does this apply to?

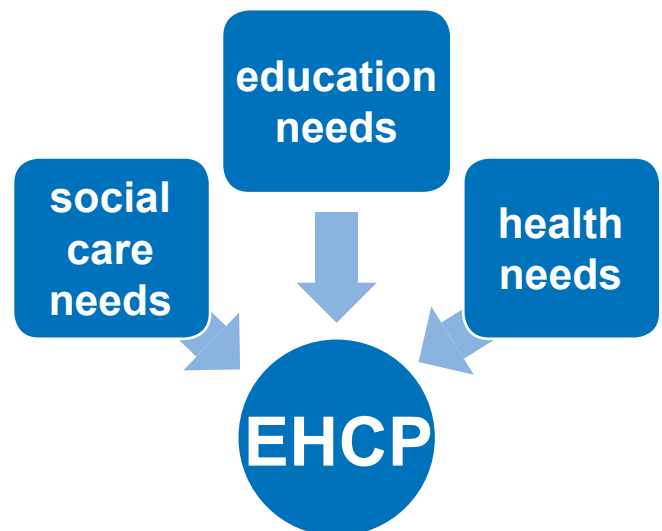
If a child / young person (CYP) and young adult up to 25 years old, has education needs and they have an EHC plan they can request a Personal Budget. If they have education needs but do not have an EHC plan, they will need to request an assessment for an EHC plan before any Personal Budget for Education can be considered.

**Read here** for more information about eligibility for an EHC plan.



When a CYP has education and/or social care and/or health needs, these will all be included in the EHC plan and a Personal Budget can be requested for these different needs so that they can be supported holistically and flexibly.

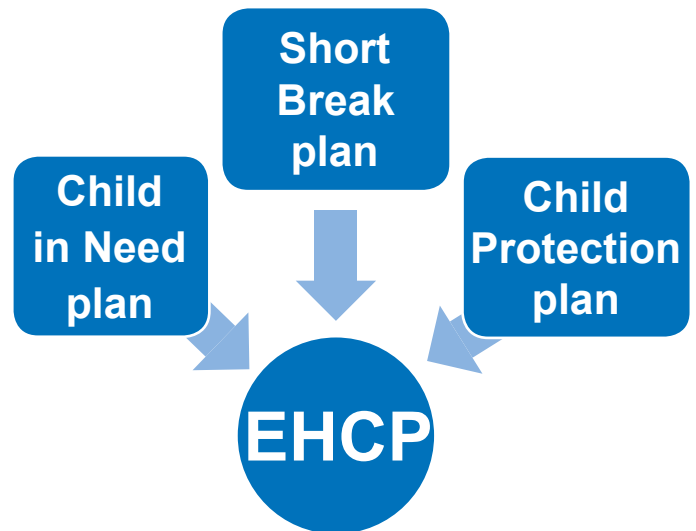
This would be called an integrated budget.



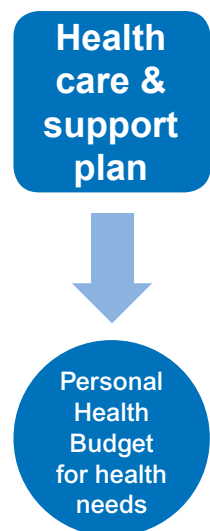
## 4. Who does this apply to?

If a CYP does not have an EHC plan, they may have a social care plan, and they can request a Personal Budget. [Read here](#) for more information about eligibility for a social care plan.

If a CYP gets 40 hours of Short Break Local Offer (SBLO) activities this cannot be taken as a Personal Budget unless they have a support plan through the 0-25 Together service. Please see further information about the Short Break Local Offer in Appendix 3.



If a CYP does not have an EHC plan, they may have a health care and support plan, and if they meet the criteria for Children's Continuing Care a Personal Budget can be requested. [Read here](#) for more information about eligibility for Children's Continuing Care.



Eligibility criteria apply to each service area through which the CYP requires provision. It is envisaged that over time access to Personal Budgets will increase when a wider range of resources can be used for Personal Budgets.

A Personal Budget may be available for services to achieve some or all the outcomes listed in the plan.





## 5. What is a Personal Budget?

Where local universal and targeted services are not able to meet all of a CYP's needs, additional or specialist provision is arranged. A Personal Budget is the allocated money for this additional / specialist provision.

Where families know how much money is allocated and have a choice about the support arranged it can be called a Personal Budget. The Personal Budget can be money instead of the service or an allocated sum of money that HCC / a CCG uses to provide a service that has been agreed with the CYP and their family.

Personal Budgets are not a way of getting extra money but for using the existing resources available more flexibly and effectively in a way that suits the individual to achieve the outcomes identified in the EHC plan.

The request for a Personal Budget can be made at any time during the period in which:

- a) The draft EHC plan is being prepared**
- b) The EHC plan is being reviewed or re-assessed.**

CYP with eligible health or social care needs can also request Personal Budgets without having an EHC plan.

The Personal Budgets available through Local Authorities may sometimes be described separately as Education or SEN PBs and Social Care PBs.

Personal Budgets available through the CCGs are always called Personal Health Budgets.

### What is a Personal Health Budget?

A Personal Health Budget (PHB) is an amount of money to support a person's identified health and wellbeing needs, planned and agreed between the person and their local NHS team.

At the centre of the Personal Health Budget is a care and support plan. This sets out the agreed health and wellbeing outcomes that the patient wants to achieve and how the budget will be spent to help the individual.

The aim of a Personal Health Budget is to give individuals more choice and control over the money spent on meeting their health and wellbeing needs. PHBs support the vision of a more personalised and patient-focused NHS.

### What is an integrated Personal Budget?

In Hertfordshire we are aiming to have one system for personal budgets. This means:

- having information in one place,
- having one system for administering and monitoring Direct Payments,
- having one system of support for families to help with the Personal Budget regardless of whether it is a health, social care and/or education arrangement.

## 6. Can I find out how much my EHC plan costs?



A breakdown of the costs of the provision listed in your child's EHC plan can be requested. HCC no longer calls this a 'Personal Budget Statement' as this has caused confusion. Please ask your SEN Officer for a breakdown of costs if this is something you want to know. This is available even if you don't want or are not eligible for a Personal Budget.

Costs can be provided where the **cost information** at each individual child level is known.

## 7. How is a Personal Budget managed?

Personal Budgets offer parents/carers and CYP choice in how their care, education and health needs are met. Personal Budgets can be managed in one of three ways or a combination of all three:

- a Direct Payment received and managed by the young person (aged 16 or over) or their parent or representative, Direct Payments are available through **two mechanisms**: See Section 10 for more information about Direct Payments.
- a **third party** budget received and managed by a separate individual or organisation on behalf of the CYP – this could be a brokerage service or a service provider. In Hertfordshire we are working with providers to implement third party Personal Budget arrangements.
- a **notional budget** held on behalf of the CYP or their parent/carer, with their involvement in deciding how the support is provided through commissioned providers. The notional budget can be held by HCC, or a school or college managing delegated Local Authority funding, and/or the CCG.

Parents/carers with capacity to manage Personal Budgets in the form of Direct Payments themselves or with assistance will ordinarily have control of a Direct Payment up to the end of year 11 (post compulsory school age).

At age 16 / from the end of year 11 the young person has responsibility, if they have **capacity**, unless they elect for their parent/carer to manage their Direct Payment.



## 8. What resources are available for Personal Budgets?



A Personal Budget may consist of funding from **education**, **health** and **social care** or a combination.

The scope of that budget will vary depending on the needs of the individual, the eligibility criteria for the different components and the way it is delivered. It will reflect local circumstances, commissioning arrangements, value for money considerations and school preference.

Over time HCC and the two NHS CCGs will look at options for increasing choice by accessing a wider range of budget areas.

All Personal Budgets must be an efficient use of the authority's resources.

Services that are in place for a group of CYP, or are within universal or targeted services would not normally be offered

as a Personal Budget because of value for money considerations.

Personal Budgets would not be available where it is damaging to take out an individual cost from funding that is working well to support several CYP (Code of Practice 9.106 and SEND Regulations (Personal Budgets) 2014 6.1).

The effect of the requirements is that where providing support by way of a Direct Payment costs significantly more than it would cost the authority to deliver the provision in another way, no Direct Payment can be made.

Decisions not to make Direct Payments must be provided to the parent/carer or the young person in writing and the parent/carer or young person must be given a right to request a review.

## 8. What resources are available for Personal Budgets?

Fig. 1 below shows the system wide offer of support, opportunity and activity for personalisation and associated funding.

### Fig. 1 Sources of funding for Personal Budgets

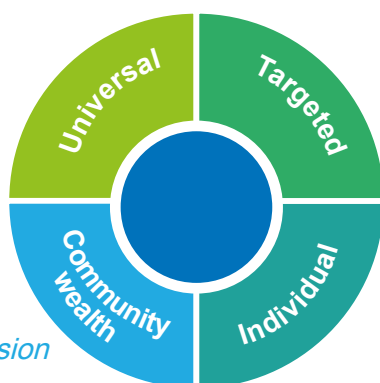
Personal Budgets are available only to meet needs and outcomes agreed in the child/ young person's plan: EHC plan, social care plan, and/or health & support plan

**Universal:** *never funded through a Personal Budget*

- Education: mainstream core school funding (Element1)
- Work Experience
- GP services
- A&E
- Libraries

**Outside the plan:** *free, self funded or charitable provision*

- Community groups - church activities, scouts, sports clubs
- Leisure facilities
- Family activities/expertise
- The natural environment



**Targeted:** *can sometimes be funded through a Personal Budget*

- Targeted intervention in schools (Element 2 delegated SEN funding / special school provision)
- Paediatric expertise
- Therapies
- Short breaks 'Activities Extra' 40 hours
- YC Hertfordshire LDD Services and Youth Projects
- Employment Support

**Individual:** *can be funded through a Personal Budget*

- Individual learning support (exceptional / high needs funding (Element 3) with the agreement of the education setting)
- Continuing health care
- Personal assistance
- Specialist Short Breaks
- Wheelchairs

**Universal** services include schools, colleges, G.P. services, dentists, libraries, leisure centres.

**Other forms of support** or activities outside of statutory funded services are recognised as part of a CYP's support network through person-centred planning although they would not be listed within the EHC plan.

This could include:

- **family, friends, neighbours and volunteers,**
- **shared interest groups, inclusive and special needs social activities / clubs and community groups,**
- **access to the natural environment.**

The term '**can sometimes be**' for **targeted** funding refers to funding which is used to meet the needs of a group of CYP who have some similar additional needs, and therefore consideration could be given to a Personal Budget in exceptional circumstances where an individual's needs cannot be met through the existing arrangements and where releasing funding would not cause a negative impact to other children.

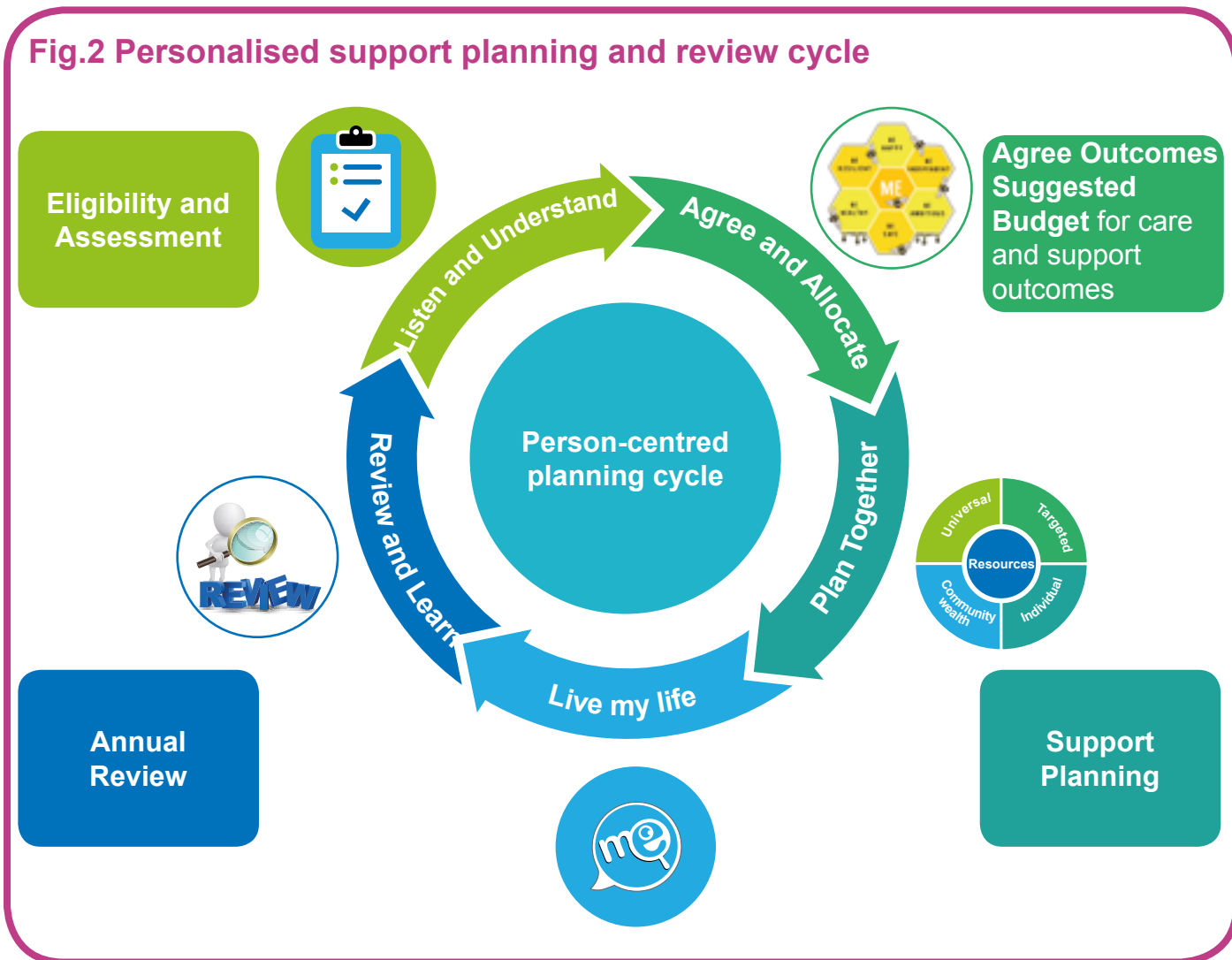
The term '**can be**' for **individual** funding refers to funding which is allocated specifically for individual provision and therefore, can be used for Personal Budgets, and where the funding is education (Element 3) this is always with the proviso that the head teacher or principal of the education institution is in agreement.

Information about universal and targeted services is available on the SEND Local Offer [www.hertfordshire.gov.uk/localoffer](http://www.hertfordshire.gov.uk/localoffer)

## 9. What is the process for determining a Personal Budget?

**Support Planning** - a conversation with the CYP and their parents/carers about the support needed to achieve the outcomes identified in the plan.

The planning /review meeting will be **person-centred** in approach.



The following will also be considered by the service and, where relevant, the education setting, <sup>(7)</sup> before a decision can be made:

- **Is the proposed use an effective and efficient use of resources?**
- **Does the use of money through a Personal Budget represent value for money?**
- **If resources are released for a Personal Budget does this negatively impact on other children within the setting?**
- **Can the proposed support arrangement be managed within the setting and where relevant are they complementary to whole class/group approaches being implemented?**

<sup>(7)</sup> If use of Pupil Premium / PP Plus funding is being requested as part of a Personal Budget the Head of the Virtual School will also need to be in agreement with the way the funding is to be spent, be satisfied that all requirements of the funding are met, that the use can be justified within the conditions of the Pupil Premium Grant funding and the expenditure is in line with the current Hertfordshire Virtual School Pupil Premium Policy.

## 9. What is the process for determining a Personal Budget?



### How much money is available?

HCC / CCG will calculate a '**suggested budget**' which gives a rough idea of how much money may be needed to achieve the outcomes and therefore how much money may be used in a Personal Budget.

### What can a Personal Budget be spent on?

A Personal Budget can be spent on anything legal and **reasonable** BUT has to meet the needs that are set out in the EHC plan and/or Care and support plan with defined outcomes and this needs to be agreed by HCC and/or CCG (Clinical Commissioning Group).

## 10. Direct Payments



A Personal Budget occurs when the amount of money to be spent is known by the CYP &/or their parent/carers. Along with knowing what outcomes are being worked towards, they decide how the allocated money is to be spent. One way of managing a Personal Budget is to have a Direct Payment as part of the Personal Budget. A Direct Payment is where cash is taken instead of the service and the parent/carer or young person uses the money to arrange their own support to meet the eligible needs and to achieve the defined outcomes.

Our Children's Services Direct Payments Guidance explains the scheme in detail. This is available on the SEND Local Offer at:

[www.hertfordshire.gov.uk/childrensdirectpayments](http://www.hertfordshire.gov.uk/childrensdirectpayments)

Some **key points** are provided.

There are some things that a Personal Budget **cannot be used for**.

- Where Direct Payments are agreed for social care and/or continuing care provision, the 0-25 SEND Brokerage Team will contact families to set up the arrangement. (Please see Useful Links section for contact details).
- Arrangements for administering Direct Payments for education provision within EHC plans are being developed.

Support is available through Leonard Cheshire's **Direct Payment Support Service**.



## 11. Consent and Capacity



In most cases parents/carers with Parental Responsibility will have responsibility for managing the Personal Budget. **See Appendix 8.**



## 12. Transition: When a Child becomes an Adult



Where a child in respect of whom Direct Payments are being made becomes an adult (on their 18<sup>th</sup> birthday), HCC and / or CCGs must take reasonable steps to ascertain whether the young person consents to receive Direct Payments.

Direct Payments may not continue if a young adult does not have eligible needs.

Care planning will start in advance of the young person's 18th birthday and Direct Payments will continue to be in place until the Adult Care Services **Care Assessment** is completed.

For more information about arrangements for adults please visit HCC's website <https://www.hertfordshire.gov.uk/services/adult-social-services/care-and-carers/arranging-and-paying-for-care/direct-payments/direct-payments-%E2%80%93-giving-you-the-money-to-pay-for-your-care.aspx>

## 13. Information, Advice and Support

Key personnel as identified in the EHC, health or social care plan will have a detailed discussion with the family and CYP to explore the option of a Personal Budget.

Clear information about services and provision available that could be used with a Personal Budget will be available via the SEND Local Offer. This will be updated on a regular basis.

Parents/carers and young people considering requesting Direct Payments are strongly encouraged to access more information and discuss this option with their 0-25 Together caseworker / SEN officer who will explain the basic information and will **check their understanding**. It is important to understand what is involved in managing Direct Payments and be willing and able to do this.

The Direct Payment Support service is available to provide detailed information if desired, prior to a request or a decision being made. Guidance is also available on the Hertfordshire SEND Local Offer at:

<https://www.hertfordshire.gov.uk/childrensdirectpayments>.



## 14. Independent Support



The **Independent Support** service is available to support families with CYP who are being assessed for an EHC plan or who are going through a transfer to an EHC plan.



## 15. Advocacy



Powher is an advocacy service commissioned by HCC. Powher's role is to empower people to have a voice with an issue they have, something that they are trying to achieve with the Local Authority; advocacy is not a communication aid or support service, it helps people to communicate their views and be heard.

Powher can provide advocacy support to **adults** on a number of issues including Personal Budgets.

## 16. Safeguarding

There is a balance between empowerment and safeguarding, and providing choice whilst managing risk. During the planning process, HCC and or CCGs will have a detailed discussion with the Personal Budget holder about potential risks, and how to manage them. This will form part of an on-going conversation.

When an individual enters into a contractual agreement with any provider or individual a Disclosure Barring and Safeguarding (DBS) check will be required.



## 17. Monitoring and Review

### Personal Budgets

Personal Budgets will be reviewed at least annually as part of the EHCP review or when conducting a re-assessment of an EHC Plan. The regularity of any interim reviews required will be determined at the time of agreeing the Personal Budget. Where a Personal Budget is managed as a Direct Payment this will be reviewed formally within three months of the person receiving a Direct Payment in line with the Special Educational Needs (Personal Budgets) Regulations 2014.

The reviews will focus on the CYP's progress towards achieving the outcomes specified in the EHC plan and whether the arrangements made in the form of a Personal Budget continue to meet those outcomes. We will aim to do this in an integrated way where there is more than one agency funding the Personal Budget. The **purpose of the review** is to ensure resources are being used in the best way to support the CYP to achieve their **outcomes**.

Social care and health reviews may take place more regularly. A young person / parent / carer may contact a lead worker to request a review if the current arrangements are not meeting their needs.



## 18. Disagreement Resolution and Appeal Process

It is expected for the most part that front line staff and practitioners will be able to resolve most issues as they arise.

Under the Special Educational Needs and Disability Code of Practice, Local Authorities and Health Commissioning Bodies are required to make available to parents / carers and young people who are subject to the Education Health and Care (EHC) needs assessment, access to

**SEN mediation and disagreement resolution services.**

If HCC is not able to resolve your query through a formal review, parents / carers / young people can contact the **HCC Complaints Team** who can independently consider the complaint if it is something they can look into.





## 19. Useful Links

### Leonard Cheshire Direct Payment Support Service

Telephone: 01462 439000  
Fax: 01462 423245  
Text or voicemail: 07738 328207  
Email: [direct.payment@LCDisability.org](mailto:direct.payment@LCDisability.org)  
Website: [www.directpayments.info](http://www.directpayments.info)

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### 0-25 SEND Brokerage Team

Telephone: 01438 844254  
Email: [0-25SENDERBrokerageTeam@hertfordshire.gov.uk](mailto:0-25SENDERBrokerageTeam@hertfordshire.gov.uk)

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### HCC Children's Social Care Direct Payment information

[www.hertfordshire.gov.uk/childrensdirectpayments](http://www.hertfordshire.gov.uk/childrensdirectpayments)

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### HCC Adult Care Services Direct Payment information

<https://www.hertfordshire.gov.uk/services/adult-social-services/care-and-carers/arranging-and-paying-for-care/direct-payments/direct-payments-%E2%80%93-giving-you-the-money-to-pay-for-your-care.aspx>

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### SEND Code of Practice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf)

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### Regulations re Education SEN Personal Budgets:

They are named as “2014 No. 1652 Education, England, The Special Educational Needs (Personal Budgets) Regulations” and can be seen in full at:  
[http://www.legislation.gov.uk/ukxi/2014/1652/pdfs/ukxi\\_20141652\\_en.pdf](http://www.legislation.gov.uk/ukxi/2014/1652/pdfs/ukxi_20141652_en.pdf)

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### In Control

<http://in-control.org.uk>

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### Complaints

HCC Education/ Social care  
Complaints Manager, CHO118, County Hall, Hertford, Hertfordshire, SG13 8DF  
Telephone: **01992 588542**  
Email: [cs.complaints@hertfordshire.gov.uk](mailto:cs.complaints@hertfordshire.gov.uk)  
[www.Hertfordshire.gov.uk/complaints](http://www.Hertfordshire.gov.uk/complaints)

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## 19. Useful Links

### Children's Continuing Care

For West Hertfordshire / Herts Valleys CCG area please contact

Telephone: **01923 471209** or **01923 471211** or

online at: <https://www.hct.nhs.uk/our-services/children-s-continuing-care-team/>

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For East and North Hertfordshire area please contact

Telephone: **01438 288367**

Email: [adminccct.enh-tr@nhs.net](mailto:adminccct.enh-tr@nhs.net) or online at:

<http://www.enherts-tr.nhs.uk/patients-visitors/our-services/childrens-services/childrens-continuing-care/>

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### HCC Local offer

<https://www.hertfordshire.gov.uk/localoffer>

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### Powher Advocacy Service

Contact via HertsHelp.

Telephone: **0300 123 4044**.

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### Independent Support

**Contact details for KIDS:**

East team: **01992 504013**

West team: **01923 676549**

Email: [is.herts@kids.org.uk](mailto:is.herts@kids.org.uk)

**Contact details for SENDIASS:**

Telephone: **01992 555847**

Email: [independentsupport@hertfordshire.gov.uk](mailto:independentsupport@hertfordshire.gov.uk)

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### KIDS SEN Mediation Service

Telephone: **020 7359 3635**

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### SENDirect

[www.sendirect.org.uk](http://www.sendirect.org.uk)

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### Independent Parental Special Education Advice

[www.ipsea.org.uk](http://www.ipsea.org.uk)

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## 20. Jargon Buster

**Commissioning** This is the process of planning, agreeing and monitoring services. It can involve designing services that HCC will provide itself – this is called an ‘in-house’ service. It can also involve HCC and the CCGs buying services from external organisations including the private, voluntary and community sector, and NHS Trusts.

**CYP** This is an abbreviation for children and/or young people.

**Direct Payments** – it will be possible for the parent / carer / young person to ask to have the Personal Budget as a Direct Payment. In so doing, they will be responsible for the management and use of the money.

**EHC plan or Education Health and Care plan** - the single plan which will set out how the health, care and learning outcomes of the CYP with SEND are going to be supported. This may include the use of a Personal Budget (or budgets) if it is agreed that the CYP has support needs which cannot be met through mainstream services or targeted support.

**Exceptional needs / High needs funding** This is a block of funding that LAs receive from government as part of their Dedicated Schools Grant (DSG). Some of it is passed on to schools to fund the additional provision a pupil needs, where the school’s own resources are insufficient to cover the cost. (See under ‘Top up funding’).

**Indicative budget** An indicative budget gives a rough idea of the level of funding that will be allocated to an individual, in their Personal Budget, to meet their eligible needs. The indicative budget allows individuals to create a support plan that will deliver the outcomes to best meet their identified assessed needs. The indicative budget is used only as a guide. A final Personal Budget amount may be set higher or lower than this amount, depending on how a support plan shows the CYP’s needs can be met when the EHC plan or other Care and Support plan is finalised and agreed.

**Independent Supporters** provide a range of time limited support to families of CYP with SEND, including liaison across different agencies and advice on EHC plans and Personal Budgets. These posts are being funded by the DfE to help families understand the SEND Reforms and how they are affected.

**Local Offer** As part of the SEND Reforms, LAs are required to produce a Local Offer, which is a web-based resource setting out in one place information about provision available in the area across education, health and social care for CYP who have SEND and their families. It also includes information on childcare provision, training provision, travel arrangements for CYP to access education, as well as housing, employment and leisure opportunities.

**Notional budget** This refers to a Personal Budget and all concerned know the amount that is available for it, but no money changes hands.

## 20. Jargon Buster

**Outcomes** are the results, changes or benefits a person wants to achieve through their social care and support. They are the goals a person wants to reach to meet their needs. One of the aims of self-directed support is to enable people to achieve the outcomes they set during the support planning process.

**Person centred planning** is an approach to support which puts the individual at the centre of planning for their lives. There is an emphasis on the individual's choice and control and listening to what is important to them, both now and in the future. Under self-directed support, person centred planning and support is central to the assessment and delivery process.

**Personal assistant** is a person employed to provide someone with social care and support in a way that is right for them. They can be employed directly by the individual or they can be arranged through an agency.

**Personal Budget** A Personal Budget is money that is available to someone who needs support. The money comes from their local authority social services and is allocated to the individual to spend on help and support to meet their assessed eligible needs and agreed outcomes. Individuals can choose to take their Personal Budget as a Direct Payment, let councils commission the goods and services they choose or a combination of both.

**Personal Health Budget** A Personal Health Budget is similar to a Personal Budget but applicable within health care. Patients with a Personal Health Budget are able to take control over the way in which the budget available to them is spent. They can choose the support services they want in a way that is most appropriate to them.

**Personal Budget Support Service** A commissioned organisation providing support to individuals holding a Personal Budget with issues such as managing the money.

**Personalisation** Personalisation is a Government led national policy to ensure everyone who uses support should have the choice and control to shape their own lives and the services they receive. The system puts the individual at the centre of the process and allows them to choose the service providers they use and the manner in which they receive support. The aim is to make services more personal and tailored to individuals' needs.

**Pupil Premium** This is additional money given to schools to raise the attainment of disadvantaged pupils. These are the pupils who are on free school meals (FSM), are in the care system, or whose parents serve in the armed forces.

## 20. Jargon Buster

**Pupil Premium Plus** This is a higher rate of funding which has been available since April 2014, to reflect more accurately the needs of Looked After Children (LAC) and those who have been previously in care and must be used to support the progress and attainment of these CYP.

**Review** A review refers to the re-assessment of people's needs and circumstances. Reviews are carried out regularly to ensure that a person's arranged support continues to meet their assessed needs and desired outcomes, as set out in their support plan.

**Safeguarding** is a process of ensuring that vulnerable people are protected from being abused, neglected or exploited.

**SEN and SEND** Since the SEN and disability Act of 2001, the terms 'SEN' (special educational needs) and 'disability' have often been put together. This has been even more the case since the 2014 Children and Families Act. The definitions of the two terms are not the same, so sometimes they are used separately, or SEN is used rather than SEND. However, the overlap between the terms is considerable.

**SEND Regulations** The Regulations go alongside the Children and Families Act and provide the detail for some of the legislative changes needed to implement the SEND Reforms.

**Specialist providers** This term covers the range of services that are available for CYP who have SEND and their families. What exactly is covered will vary from area to area, but will include therapies/therapists, specialist teachers and services for different types of need and specialist short break centres.

**Suggested budget** This is the rough amount of money that HCC or the CCG thinks it may cost to arrange your individual care and support. It is only used as a guide. Other authorities may call this an 'indicative budget'. See indicative budget above.

**Support plan** A support plan is a document highlighting how an individual will spend their Personal Budget to best meet their support needs and get achieve their identified outcomes. Support plans are created by the individual to get the life they want and may be written, videoed, or include pictures and sounds. There are people specialised in planning who can help produce a plan and family, friends or support workers can also help. The local authority will need to agree the plan before the individual receives the support money.

**Targeted services** - are generally support, provision or services for groups of children who may have additional needs but have not been individually referred to a specialist service.

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**Top up funding** This is also known as Element 3 funding. It is the money that schools can request from their local authority when a pupil with special needs requires more to be spent on his or her additional provision than the £6,000 the school has to fund from its own budget. (See also under 'High needs funding').

**Transfer reviews** This is the term used when the review of a statement is being used to transfer a CYP from a statement to an EHC plan. This process has to be completed by 1st April 2018.

**Universal services** - services that are available to anyone without the need for any referral from professionals and includes things like leisure and cultural services, libraries, transport, mainstream schools and access to a General Practitioner (GP).

**Value for money** – something that is worth the money spent on it; it doesn't mean cheap, it reflects the balance between quality and affordability.





