

## Terms of Reference

### Special Educational Needs and Disability – SEND Executive Board

#### Terms of reference for the SEND Executive Board

##### Purpose

The purpose of the SEND Executive Board is to provide robust multi agency oversight for the delivery of services across the SEND partnership and the programme of change required to provide an outstanding service to children and young people with Special Educational Needs. The Board will provide key governance ensuring pace, challenge and oversight for all aspects of SEND improvement across the partnership.

The Board will:

1. Provide the monitoring and review of the SEND Improvement programme.
2. Support alignment with the strategic direction; and
3. Ensure a collegiate approach across Education, Health and Social care.

##### Responsibilities

- Ensure delivery of key products and outcomes of the joint improvement plan and SEND strategy.
- Manage cross workstream dependencies.
- Ensure key decisions are identified, monitored and escalated if required.
- Ensure programme risks, issues and dependencies are appropriately identified and mitigated.
- Ensure reporting is undertaken as required to wider governance boards, and stakeholders.
- Ensure that the voice of parent, carers and children informs service provision and systemic change.
- Regularly review and update the Local Offer.
- Monitor the timely completion and quality of EHCPs and Annual Reviews and of the outcomes for children and young people with SEND.
- Monitor the effectiveness of the preparation for adulthood pathways
- Provide assurance on the effectiveness of joint commissioning arrangements, and of the uptake and impact of personal budgets.

##### Objectives of the Board

The Board will work together:

- To ensure key strategic oversight of all aspects of SEND improvement.
- Review and monitor the impact of the delivery of SEND Improvements.
- Ensure a multi-agency approach as prescribed in the Children's and Families Act (2014), facilitating joint planning and delivery;
- Hold partners to account when required.
- Monitor the effectiveness of joint commissioning arrangements.

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#### Membership

The Stakeholder Group will be chaired by the Director of Children's Services with the Director of Integration (NCL CCG) as Vice Chair and will consist of representatives from across London Borough of Haringey, the CCG, and NHS Provider Trusts, Schools.

Suggested membership of the group will be:

- Chair and Vice Chair of Haringey Parent Carer Forum (PCF)
- Cabinet Lead Member, Early Years, Children and Families
- Senior Public Health Commissioner (LBH)
- Assistant Director for Adults Social Care (LBH)
- Assistant Director for Early Help, Prevention and SEND (LBH)
- Assistant Director for Commissioning (LBH)
- Borough Lead Therapies and Specialist Nursing Haringey Children (Whittington Health)
- Designated Medical Officer for SEND (Whittington Health)
- Designated Clinical Officer for SEND (Whittington Health)
- Head of Haringey Children and Young People's Services (Whittington Health)
- Head of Children's Commissioning, Vulnerable Adults & Children (CCG)
- Head of SEND (LBH)
- Head of Service LD Partnership (LBH)
- Engagement Co-ordinator for Parent Carer Forum (Bridge Renewal Trust)
- Chief Executive (Bridge Renewal Trust)
- Designated Social Care Officer (LBH)
- Primary (mainstream) Headteacher
- Secondary (mainstream) Headteacher
- Leader from post-16 sector
- Principal Education Psychologist
- Early Years Leader
- Special School Headteacher
- School Governor
- Haringey SENDIASS Manager
- Strategic Improvement Lead (LBH)
- SEND Adviser for Early Intervention and Inclusion (LBH)

*NOTE: Other invitees / subject matter experts may be invited to meetings, when required, on an ad hoc basis.*

#### Delegation

In the absence of the Chair, the Vice Chair, (CCG representative), will lead the meeting.

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#### Frequency of meetings

The SEND Executive Board will meet six weekly, moving to a quarterly basis in due course. It is understood that due to pressure on diaries that on occasion members may not be able to attend, it is vital that a service representative is made available in these situations.

#### Standing Agenda Items

Whilst the Agenda items may vary from time to time, at the discretion of the Chair, standard items are as follows:

- Welcome, apologies and introductions
- Actions log – previous actions log approval, and review of open actions
- Parent Carer Forum update
- SEND Improvement Programme report
- Subgroup progress reports
- Quality Assurance and Performance report
- High Needs Block Recovery Plan
- Forward Plan
- AOB

#### Success factors

Measures of the success of the Board and its work will include (but not be limited to):

- Children and young people with SEND secure good outcomes and fulfil potential.
- Evidence of a shared and applied strategy and approach.
- Children, young people, and their parents/carers feel increased satisfaction with their services as a result of improvements.
- Monitor key performance indicators to monitor impact.
- Services are provided at the right time and in the right way underpinned by co-production and therefore meet the needs of the local community.

#### Recording

The meeting output will be issued as soon as practicable after each meeting, but within 10 working days wherever possible.

A schedule of meeting dates will be published annually, with agendas in advance of each meeting and minutes from each meeting will be published on the Local Offer.

*IMPORTANT NOTE: Individuals are responsible for following up on their own actions arising from each meeting and should not wait for the meeting minutes to be issued before taking requisite action.*

#### Review

These Terms of Reference are to be reviewed every 12 months.

Date of next review: January 2023