

Local Area SEND Partnership Board

Terms of Reference

April 2024

Purpose

The Local Area SEND Partnership Board is responsible for:

- setting the strategic vision for the delivery of support to children and young people with special educational needs and disabilities (SEND).
- driving improvement that addresses areas of significant concern identified in the Local Area SEND Inspection report (December 2021) and delivery of the related Written Statement of Action
- ensuring oversight and compliance with the requirements of the SEND Improvement Notice (May 2024).

Chairing Arrangements

Chief Executive of Wirral Council, Paul Satoor,

In the absence of the Chair, the Board will appoint a Chair for the duration of the meeting.

Membership

Members of the Local Area SEND Partnership Board will remain accountable to their employing organisations; however, they will be Senior Decision Makers able to act on behalf of their organisations to facilitate effective partnership working.

Chair: Chief Executive, Wirral Council

Place Director for Wirral ICB, Cheshire and Merseyside ICB

Leader of the Council, Wirral Council

Lead Member for Children, Wirral Council

Chair of the Health & Wellbeing Board

Director for Children, Families and Education, Wirral Council

Associate Director Quality & Patient Safety*, Cheshire and Merseyside ICB

Assistant Director Education, Wirral Council

Assistant Director All Age Independence/Provider Services Wirral Council

Parent Carer Forum Chair

Parent Carer Forum Representative

Assistant Director Public Health, Wirral Council

Joint Strategic Commissioner for Children and Young People, Wirral Council

Head of SEND, Wirral Council

Head of SEND, Cheshire and Merseyside ICB

Programme Manager, Wirral Council

Head of Legal Services, Wirral Council

Headteacher Representative

Headteacher representative

Headteacher representative- Special
Early Years Sector Representative
Post-16 Sector Representative
SENCO Representative
SENDIASS Representative

Local Area SEND Partnership Board Non-Members/In Attendance Only

NHS England Representative(s)
Department for Education Representative(s)

**Denotes Members of Executive Group*

Named Deputies

Where appropriate, Board Members are requested to provide a named deputy. It is expected that the Deputy would be one named person with the appropriate subject and organisational knowledge to represent the member adequately.

Frequency of Meetings

Board meetings will be held monthly.

In addition to the monthly meetings of the Board, at the request of the Chair, members will be required to attend and contribute to deep dives, reviews, or diagnostic assessment as agreed with the Department for Education and/or NHS England.

Specific Aims

- To provide clear governance and accountability for SEND and alternative provision.
- To enable senior leaders across the local area to know who our children and young people with SEND are.
- To understand the needs of the more vulnerable cohorts of children with SEND, that this is shared and understood across the system.
- To understand the difference we are making for children and young people with SEND and where there are gaps in provision or outcomes that need focused attention.
- To ensure the voices and views of children and young people, parents and carers are shaping individual plans and support the strategic ambition of the local area.
- To build on best practice, thereby enabling schools and setting to support children with SEN and SEND effectively.
- To understand the quality of delivery and outcomes for children in alternative provision.
- To enable successful preparation for and transition to adulthood.

- To oversee a quality assurance framework that supports the whole system to understand their roles and what 'good' looks like.
- To promote positive communications across and within the local system.

Accountability and Reporting

Accountability

The Local Area SEND Partnership Board is accountable to the Health & Well Being Board. This decision was made following an options appraisal whereby it was felt that the board had representation across the Council and health services and therefore was the most appropriate option.

On behalf of the Board, the Director for Children, Families and Education will provide updates to the relevant Council Committees and Place Based Partnership Board as required.

SEND Executive Group

The Local Area SEND Partnership Board will have a SEND Executive Group, which includes the Place Director for ICB, Associate Director for Quality and Patient Safety ICB, Director for Children, Families and Education, and Director for Adult Social Care and Public Health. These four senior leaders will meet following each board meeting to, where necessary, deploy resource/activity to implement the agreed actions of the Local Area SEND Partnership Board. Council leadership, including the Chief Executive and Elected Members, may attend the SEND Executive Group meetings as they see appropriate and necessary.

Reporting lines

As suggested, the Local Area SEND Partnership Board will be held accountable to the Health and Wellbeing Board, however, the Board will be required to report into other Boards and Committees upon request. These include:

- Children, Young People and Education Committee
- Cheshire and Merseyside ICB
- Adult Social Care and Public Health Committee
- All Age Disability Partnership Board
- Partnership for Children Young People and Families
- Multi Agency Safeguarding Arrangements (MASA) Executive
- Joint Health Care Commissioning Executive Group

Subgroups

Reporting into the Local Area SEND Partnership Board will be 5 subgroups:

Subgroup 1: SEND Strategic Performance Group

- To collate, interpret and analysis performance data across the partnership.
- To report to the SEND Partnership Board on performance data to drive performance, evidence progress or identify gaps.

- To monitor quality assurance, using analysis to inform operational improvements.
- To monitor the implementation of the SEND Sufficiency strategy.
- To evaluate SEND sufficiency outcomes, evidencing impact of this.

Subgroup 2: SEND Continuous Improvement Group

- To co-ordinate inspection readiness activities, providing assurance to the board on this.
- To co-ordinate service improvement for Home-to-School Travel.
- To scope and deliver improvements within Preparation for Adulthood.
- To manage the development of the SEND and Alternative Provision Strategy, reporting into the SEND Partnership Board on agreed milestones throughout development.
- To manage developments within the neurodevelopmental offer, Speech and Language Therapy offer and other specialist provisions.

Subgroup 3: SEND Participation and Engagement Group

- To plan and facilitate SEND youth voice activities.
- To plan and facilitate the Parent Carer Forum.
- To forward plan, scope and co-ordinate all engagement events.
- To ensure timely, effective communications are circulated through the appropriate means on a regular basis.
- The management and administration of SENDLO, ensuring pages are up to date with current news stories, local events, service updates and SEND Partnership Board papers and subsequent documentation.

Subgroup 4: Delivering Better Value in SEND Project Board

- To oversee delivery of the 12-month DBV programme as agreed with the DfE Memorandum of Understanding
- To provide the Local Area SEND Partnership Board with quarterly progress reports.
- To escalate risks and issues for strategic leadership direction.

Subgroup 5: Written Statement of Action Impact Group

- To monitor progress against the Written Statement of Action and refreshed Improvement Plan
- To ensure that evidence of impact is being monitored and collated.
- To evaluate impact and provide assurance that actions are resulting in a positive impact for children and young people.

Accountability

Each Subgroup will be accountable to the Local Area SEND Partnership Board. Subgroups will provide progress reports demonstrating progress against their

agenda, highlighting areas of concern where necessary and evidencing high quality outcomes into the board on a monthly basis.

Subgroup 4, the Delivering Better Value in SEND Project Board, will report on a quarterly basis, aligned with reporting to the DfE.

The Subgroup structure can be found in Appendix 1.

Enabling Groups

There are a number of enabling groups that monitor, steer or facilitate business and improvements within the SEND Governance Structure. These groups will report into the Local Area SEND Partnership Board by exception.

Member Induction and Annual Appraisal

All members of the Local Area SEND Partnership Board will receive a half-day induction.

All members of the Local Area SEND Partnership Board will receive an annual appraisal with a member of the SEND Executive Group. This will provide an opportunity to reflect on the Board's strengths and areas for development, as well as identifying any ongoing training/learning/support needs for individual members.

Review

Terms of reference, membership and subgroups will be reviewed annually, with the first renewal taking place in March 2025, to be implemented in April 2025