

## SOUTHEND ON SEA SEND STRATEGIC PARTNERSHIP BOARD

### TERMS OF REFERENCE

#### 1. PURPOSE

The Southend SEND Strategic Partnership Board (SSSPB) provides strategic leadership to the local area provision of SEND, so that children and young people with special educational needs and/or disabilities and their families have access as early as possible to high quality local provision that meets their needs, enables children and young people with SEND to make good progress and achieve outcomes that prepare them for adulthood from the earliest possible opportunity.

#### 2. GOVERNANCE AND ORGANISATIONAL STRUCTURE

The SSSP Board covers the geographical area of Southend on Sea, and includes those children and young people with special educational needs and disabilities who live, or attend school in this area.

The main legislative partners included are:

- Southend on Sea City Council, including Education and Early Years, Public Health and Social Care (SCC)
- NHS Southend Clinical Commissioning Group (CCG)
- The contracted parent/carer forum (Southend SEND Independent Forum (SSIF))

In accordance with the legislative requirements of the SEND Code of Practice 2014, the SSSPB Board reports directly into Southend's Health and Wellbeing Board (HWBB). There will be a specific SEND agenda item at HWBB meetings at least twice a year and any communication in the interim is made via CCG and SCC management structures.

The SEND Strategic Partnership Board will also provide quarterly updates of progress to the CCG Governing Body and Southend City Council governance structures.

There are two sub-groups that report into the SSSPB.

- Southend SEND Operational Group: responsible for supporting and delivering the infrastructure that helps partners work together to effectively plan, monitor, develop and maintain effective SEND provision in the local area.
- Joint Commissioning Group: the joint commissioning body for the local area's SEND 0-25 population, responsible for identification, development and implementation of commissioned services (internally or externally). The Group will maintain and progress a

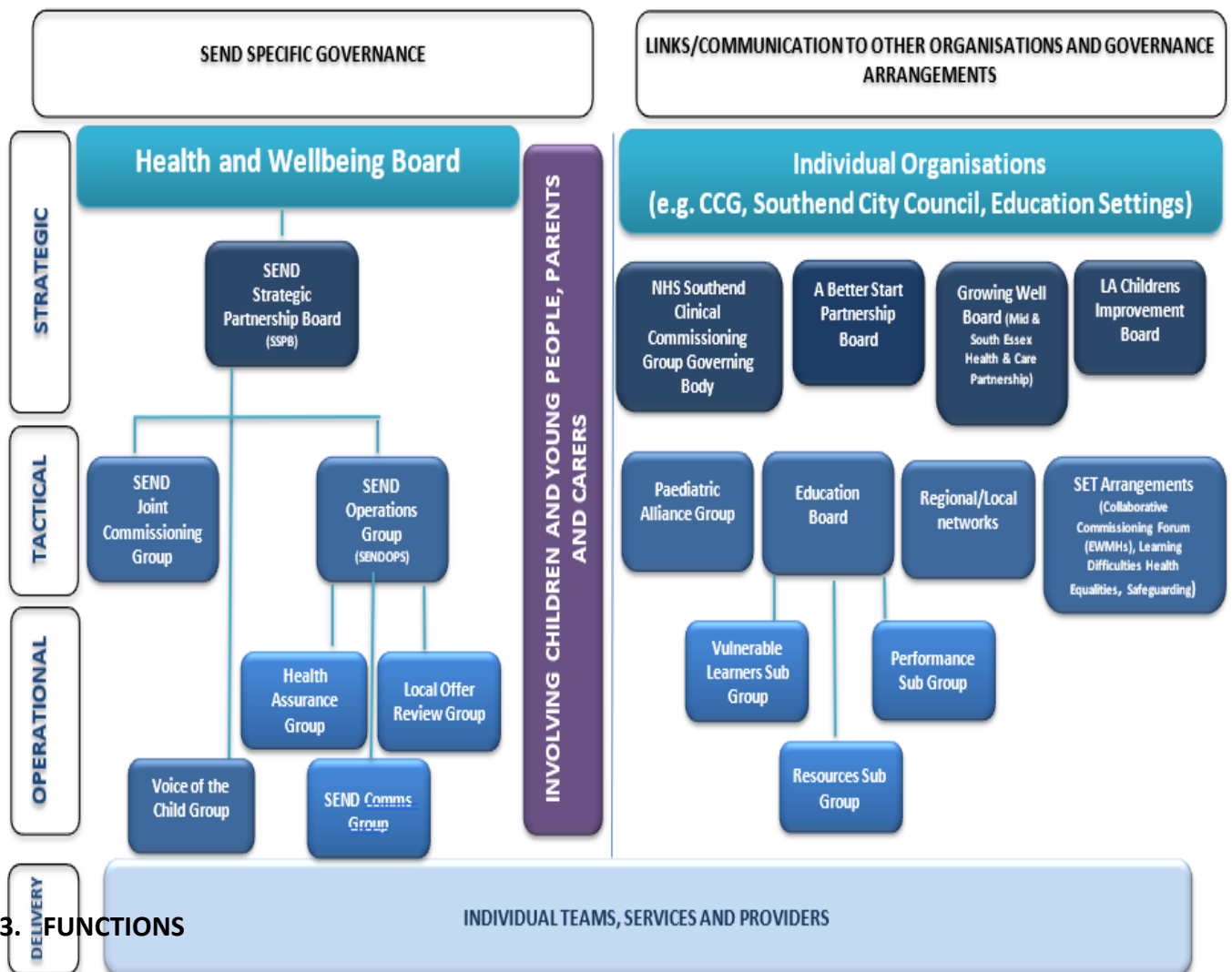
joint commissioning plan and providing information and options analyses to the SSSPB for decision as appropriate.

Task and finish groups may be established under each Group as required, with clear purpose and timescale provided.

There will be mechanisms for SEND Strategic Partnership Board to work closely with the following strategic boards to ensure SEND is at the heart of the work across the local area and the needs of children with SEND are championed:

- Strategic and governance groups within each area including those to the right of the diagram below.
- Education Board (To ensure that the local area SEND strategy is a true partnership with schools and other educational settings, and agree matters of finance related to DSG and High Needs Block)

**ORGANISATIONAL CHART – SOUTHEND SEND PARTNERSHIP**



The Southend SEND Strategic Partnership Board (SSSPB) is responsible for the following on behalf of the local area:

- a) Monitor and take appropriate action where required to ensure legal responsibilities are met (See Appendix A for synopsis of governance, and refer to the [SEN Code of Practice 0-25 years](#) for further detail). Escalate issues to HWBB or other appropriate decision-making body as appropriate.
- b) Ensure there is effective multi-agency leadership of SEND, backed by an effective multi-agency strategy, and the HWBB is appropriately briefed in order to fulfil their statutory duties.
- c) Be responsible for setting out and ensuring agreement of how all partners will work together, including effective communications, managing and mitigating risk, holding each other to account and dispute resolution.
- d) Set out, implement and monitor good practice with regard to co-production with children and young people with SEND, their parents/carers, families, and professionals, including eliminating discrimination, and promoting equality of opportunity. Ensure there is a consistent and constant focus on co-production with parents and carers.
- e) Ensure integration between educational provision and training provision, health and social care provision, where this would promote wellbeing and improve the quality of provision for disabled young people and those with SEN.
- f) Ensure there is effective joint working between children's and adults' services to deliver integration of care and support with health services.
- g) Receive information, including performance information, from the Board's sub-groups, task and finish groups and other routes to inform and conduct strategic decision making across the local area, in line with any agreed decision-making protocols.
- h) Have strategic oversight of funding for SEND across the local area and influence budget setting and spend.
- i) Manage the Joint Commissioning sub-group and strategic lead for joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities. Responsibility for agreement of recommendations from the Joint Commissioning Group.
- j) Responsible for sign off and implementation directly, or through other Boards/sub-groups, for self-evaluation and any improvement plans, including a written statement of action.
- k) Oversight and direction relating to relevant inspections and reviews, including those in adult services relating to age 18-25.
- l) The development and production of a Needs Assessment to support its commissioning as well as monitoring functions.

#### 4. FREQUENCY OF MEETINGS AND ADMINISTRATION

The SEND Strategic Partnership Board meets six-weekly for the first year, at least twice per school term in sync with other key meetings.

Dates for the forthcoming year will be set in advance and calendar invites sent to members.

Agenda items and supporting documents should be forwarded to the Chair and administrative support at least 7 working days in advance. Agendas and documentation will be circulated prior to the meetings at least 4 working days before the meetings.

Draft minutes will be circulated with the agenda and papers for ratification at the next Board meeting.

#### 5. MEMBERSHIP

Members are representatives from their organisations and are selected to the Board due to their specific role. They will either:

- Be the relevant strategic lead from their organisation with delegated decision-making responsibility OR
- Be a nominated representative from a member group, such as a parent/carer forum, who is able to contribute on behalf of others that they are representing.
- The meeting will be quorate when a minimum of 8 board members are present, a representative from both education providers and the parent carer forum are required to achieve quoracy.

In addition, they will:

- Ensure there is effective communication to/from their organisation in acting on their behalf. Disseminate information appropriately to relevant people within their organisation from the partnership.
- Actively participate in the work of the Board and undertake tasks and responsibilities as agreed.
- Contribute in a strengths-based way, providing 'high support, high challenge' as appropriate, maintaining a strong focus on lived experiences and outcomes for children and young people with SEND and their families.

If members are unable to attend a meeting, they should identify and fully brief a named deputy to attend on their behalf who is empowered to make decisions on their behalf. If neither are able to attend they should send apologies with any updates to the Chair and Administrator.

Other people may be invited to attend specific meetings for agenda items or where it will contribute to the overall strategic leadership and improvement of SEND provision in Southend.

An up-to-date membership list will be maintained. Chair, Deputy Chair and Members as at the current date of these Terms of Reference are:

	<b>Job Title</b>	<b>Organisation</b>
<b>Chair</b>	Executive Director, Children and Public Health	Southend City Council
<b>Co-Chair</b>	Alliance Director Castle Point & Rochford and Southend CCGs	NHS Southend CCG
<b>Administration</b>	TBA	Southend City Council
<b>Members</b>	Director, Children's Social Work, Early Help & Youth Support	Southend City Council
	Director of Education and Early Years	Southend City Council
	Director of Public Health	Southend City Council
	Head of SEND	Southend City Council
	Assistant Alliance Director	NHS Southend CCG
	Designated Medical Officer	NHS Southend CCG
	Representative Head Teacher	Primary School Alliance
	Representative Head Teacher	Secondary School Alliance
	Representative Head Teacher	Special School Alliance
	Chair	Parent Carer Forum
	Representative	Parent Carer Forum
	Director	A Better Start Southend
	Chief Officer	Health Watch Southend

Version: FINAL

Date of approval:

## Appendix A: Legislative Framework

Statutory code of practice and Part 3 of the Children and Families Act 2014 and associated regulations. The regulations associated with the Children and Families Act 2014 are:

- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets) Regulations 2014
- The Special Educational Needs and Disability (Detained Persons) Regulations 2015
- The Children and Families Act 2014 (Transitional and Saving Provisions)(No 2) Order 2014

Section 25 of the Children and Families Act 2014 places a duty on local authorities that should ensure integration between educational provision and training provision, health and social care provision, where this would promote wellbeing and improve the quality of provision for disabled young people and those with SEN.

3.2 The Care Act 2014 requires local authorities to ensure co-operation between children's and adults' services to promote the integration of care and support with health services, so that young adults are not left without care and support as they make the transition from children's to adult social care. Local authorities must ensure the availability of preventative services for adults, a diverse range of high quality local care and support services and information and advice on how adults can access this universal support.

3.3 Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Act). The term 'partners' refers to the local authority and its partner commissioning bodies across education, health and social care provision for children and young people with SEN or disabilities, including clinicians' commissioning arrangements, and NHS England for specialist health provision.

Joint commissioning should be informed by a clear assessment of local needs. Health and Wellbeing Boards are required to develop Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies, to support prevention, identification, assessment and early intervention and a joined-up approach. Under section 75 of the National Health Service Act 2006, local authorities and CCGs can pool resources and delegate certain NHS and local authority health-related functions to the other partner(s) if it would lead to an improvement in the way those functions are exercised.

3.5 To take forward the joint commissioning arrangements for those with SEN or disabilities described in this chapter, partners could build on any existing structures established under the Children Act 2004 duties to integrate services.

3.6 The NHS Mandate, which CCGs must follow, contains a specific objective on supporting children and young people with SEN or disabilities, including through the offer of Personal Budgets.

3.7 Joint commissioning arrangements should enable partners to make best use of all the resources available in an area to improve outcomes for children and young people in the most efficient, effective, equitable and sustainable way (Good commissioning: principles and practice, Commissioning Support Programme, (Rev) September 2010). Partners must agree how they will work together. They should aim to provide personalised, integrated support that delivers positive outcomes for children and young people, bringing together support across education, health and social care from early childhood through to adult life, and improves planning for transition points

such as between early years, school and college, between children's and adult social care services, or between paediatric and adult health services.

3.8 Under the Public Sector Equality Duty (Equality Act 2010), public bodies (including CCGs, local authorities, maintained schools, maintained nursery schools, academies and free schools) must have regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between disabled and non-disabled children and young people when carrying out their functions. They must publish information to demonstrate their compliance with this general duty and must prepare and publish objectives to achieve the core aims of the general duty. Objectives must be specific and measurable.