

Working in partnership
with Shropshire
families & young
people; making SEND
everybody's business



Special Educational Needs and Disabilities (SEND)

SEND and Inclusion 0 – 25 Partnership Board (SPB)

Terms of Reference

This says what we will do and how we will do it.

Sept 2023

Updated Sept 2023

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Terms of Reference

Vision

“Shropshire children and young people with SEND will be healthy, happy, and safe, and able to achieve their potential to lead a fulfilling life. We want them to have, and to expect the same opportunities in life as other children and young people. We want them to thrive and live their best life”

The following proposed system wide priorities will enable the implementation of our vision;

- 1. Develop sufficient local, high quality and inclusive provision across the system;*
- 2. Develop a system that makes sense, works together and gives CYP and families a voice.*

An Outcomes Framework will be developed to enable the partners to evidence progress towards achieving our vision. This will be completed as the strategy is finalised.

Shropshire Draft SEND and Inclusion Strategy 2023- 2028

1. Purpose and Responsibility

- 1.1. The purpose of SEND and Inclusion 0 – 25 Partnership Board (SPB) is to deliver the SEND Strategy and to oversee the wider work programme for SEND across the Area SEND Partnership. The SPB will be responsible for driving improvements, ensuring outcomes are effective and that they have a positive impact on the lives of children and young people with SEND. The SPB is formed through an equal partnership of representatives from education, health and care providers, parents/ carers and children and young people with SEND, Shropshire Council, and the Integrated Care System who all work together to deliver our shared vision, values and priorities. The SPB is accountable to the Health and Wellbeing Board and the Integrated Care System Board and like the SSB, it embraces co-production.
- 1.2. The SPB is responsible for carrying out the expectation that SEND is everyone's business and will do this by promoting a culture of inclusion and partnership working and ensuring outcomes and priorities of the workstreams that contribute to the SEND agenda are shared with all practitioners and the wider community across the local area.
- 1.3. The SPB will set, check, and challenge the progress of the SEND action plan, including the Accelerated Progress Plan (APP), ensuring that there is full scrutiny of

the work that is being delivered. Using the Quality and Assurance Group (QAG), the SPB will ensure that workstreams meet the milestones and outcomes of the action plans in an effective, transparent and timely manner. It will also ensure that those outcomes are consistent with the outcomes and priorities of the SEND and Inclusion strategy and provide effective and consistent supervision for the SEND workstreams.

- 1.4. The SPB will be accountable for the local area's readiness for SEND Ofsted/CQC visits using the Quality Assurance Group (QAG) to provide assurance and operational delivery of this.
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2. **Performance, Impact and Quality Assurance** - The SPB will;
 - 2.1. Promote a culture of inclusion and partnership working through co-production.
 - 2.2. Ensure meaningful engagement with children, young people and their families is embedded in the delivery of SEND services.
 - 2.3. Ensure the Accelerated Progress Plan (APP) is developed, signed off by the DfE and NHS England and subsequently implemented in an effective, transparent and timely way.
 - 2.4. Set and manage the delivery of the wider work programme for SEND ensuring that timely progress is made against agreed plans and will sign off progress against the SEND Action Plan
 - 2.5. Ensure the workstreams are on track with meeting the identified outcomes and that these are embedded in service operation as 'business as usual' work.
 - 2.6. Identify and remove any obstacles to implementation. If this requires strategic intervention, the board will escalate these matters to the relevant senior officers in the organisation and report back on progress to enable an effective resolution.
 - 2.7. Engage with relevant departmental and statutory bodies, such as the Department for Education, Department of Health and the National Health Service.
 - 2.8. Ensure the lived experience of children and young people with SEND is improved, and that their needs are met through the effective delivery of Education, Health and Care Plans (EHCPs) and through the SEND support they receive
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3. **Governance, Reporting, responsibilities, membership and meeting arrangements**
 - 3.1. The Partnership Board reports into the Health and Wellbeing Board and the Integrated Care System Board, providing leadership and strategic direction. The SEND and inclusion Partnership Board governance structure is as illustrated below
 - 3.2. The SPB will meet half-termly this will ensure a majority attendance, whilst considering school holidays and Christmas. Meetings will take place in September, November, January, March, May and July.
 - 3.3. The SPB will normally be chaired by the Chair or Vice-Chair in their absence. The chairing of the SEND Partnership Board will be reviewed every two years in line with membership of the Board. The membership of the Board will also be reviewed every two years to ensure that it continues to reflect the Area SEND and Inclusion partnership, and to ensure that there are no vacancies due to people changing jobs etc.

- 3.4. The full SPB Membership list is shown below. Partnership Board members act as representatives for their sector as part of the partnership, sharing the perspective of their sector, whilst also engaging with their sector and keeping others informed. Substitutions for attendance will be by exception only. Board members should declare any items under discussion which are of direct personal or professional interest.
- 3.5. Invitations may be extended to non-members where their input or advice supports the discussion taking place at the meeting. Members of the Shropshire Health and Well-Being Board or Integrated Care System Board may attend as observers but should provide prior notice of their attendance to the Clerk.
- 3.6. Partnership members of the board are expected work to the following principles:
 - 3.6.1. Co-operate to promote the wellbeing of all children and young people with SEND
 - 3.6.2. ensure co-production across the SEND system and with partners i.e. not just consultation or canvassing opinion but creating and doing things together with shared decision making and accountability
 - 3.6.3. Offer advice, challenge and support to secure sustainable improvement in Local Area SEND services and outcomes for children and families in a respectful manner
 - 3.6.4. Act as champions in their own services / organisations for children and young people with SEND and their parents and carers and promote co-production
 - 3.6.5. Represent the views of the wider groups they represent and should ensure their relevant groups/teams are updated with the progress of this group's work. Confirm annually how they are providing updates to their representative groups following SEND and Inclusion Partnership Board meetings.
 - 3.6.6. Remain individually accountable to the executives of the participating organisations or represented bodies
 - 3.6.7. Take a solutions-focused approach to ensure the best outcomes for children and families.
 - 3.6.8. Enable the meetings to be productive, members are asked to maintain confidentiality.
 - 3.6.9. Appoint a substitute to attend in his or her place when unable to attend in person, provided that:
 - the substitute is a member or employee of the same organisation as the person for whom they are substituting
 - the substitute has been given the same authority to represent and commit (where applicable) the organisation as the person for whom they are substituting
 - any substitution must be a single appointment for the whole of a meeting
- 3.7. Meeting notes will be recorded and distributed within 10 working days of the meeting. Meeting. Papers will be distributed at least 5 working days in advance of the meeting
- 3.8. The SPB will receive and consider SEND performance reports and workstream highlight reports submitted to the SPB via QAG covering the workstreams outlined in the SEND Action Plan. These will include the three areas identified in the Accelerated Progress Plan (APP).

3.9. Terms of Reference agreed March 2023. The first review is to take place in twelve months and thereafter the membership, purpose, terms of reference and frequency of meetings are to be reviewed every two years.

3.10. Secretariat

The board will be administered by the SEND Administrative Manager. The agenda and minutes of each meeting will be published on the Local Offer.

3.11. Standing Agenda Items

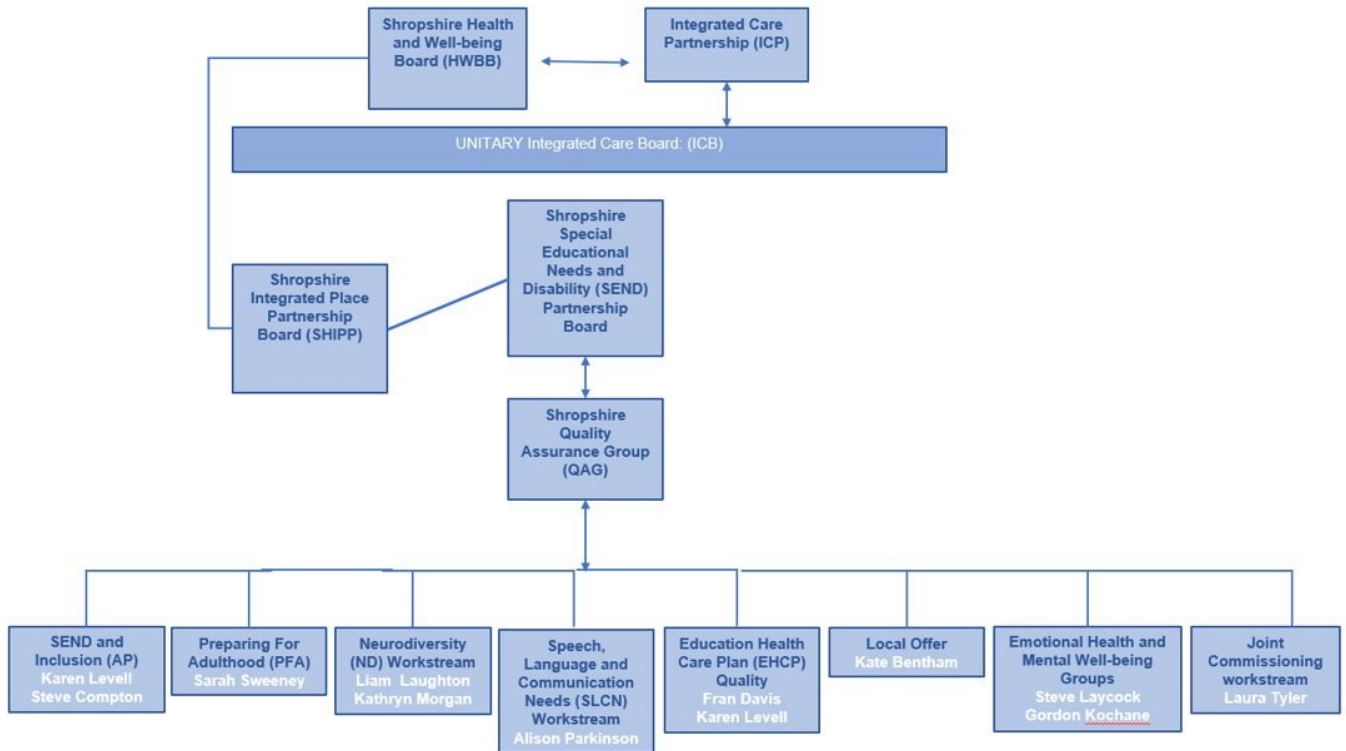
The SEND and Inclusion Partnership Board Forward Plan identifies the agenda items to be covered across the year to enable the Partnership Board to discharge the duties of the Area SEND Partnership. This includes a range of standing items and is tabled for review/update at each meeting. An outline of the reporting cycle is included below.

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When	What
At each meeting	Minutes of previous meeting Action Tracker Forward Plan Report from QAG including data dashboards
Every 12 months	Annual progress report Review of improvement plans/accelerated plan Annual report of Designated Clinical Officer (DCO) Annual report of Designated Social Care Officer (DSCO) Annual report of the Parent Carer Forum Annual report of SEND IASS
Every 2 years	Review of SEND and Inclusion Partnership Board Chair role Review of SEND and Inclusion Partnership Board membership Review of SEND and Inclusion Partnership Board Terms of Reference and Governance Structure

Governance Structure



Membership

Partnership Category	No	Designation	Name of Representative
Councillors	1	Shropshire Council Portfolio holder for CYP and Education (Chair)	Kirsty Hurst-Knight
Shropshire Council Executive Director of People	1	Director of Children's (DCS) and Adults Services (DASS)	Tanya Miles
Shropshire, Telford and Wrekin Integrated Care System – Director of Delivery and Transformation	1	ICS Executive Lead for SEND	Gareth Robinson
Education Providers	5	Early Years Primary Secondary/CEO Special Further Education	Neville Ward Nicola Bond/Claire Gaskin Sarah Finch/ Aimee Chevin Dooley Vacancy from 01/09/2023 Vacancy from 01/09/2023
Shropshire Council People Directorate	1	Assistant Director Education and Achievement (LANO)	David Shaw
Parent Carer Forum (PACCs)	1 or 2	Chair PACC Participation Lead PACC (Vice- Chair)	Zara Bowden Sarah Thomas
SENDIASS	1	IASS Citizen's advice Shropshire	Nick Willis
Shropshire Council People Directorate and Shropshire, Telford and Wrekin Jointly Funded Role	1	Assistant Director of Joint Commissioning	Laura Tyler
Shropshire Council People Directorate	1	SEND and Inclusion Service Manager	Karen Levell
Shropshire Council People Directorate	2	Service Manager – Disabled Children	Steve Ladd
Shropshire Council People Directorate	1	Assistant Director - Adult Social Care Operations	Natalie McFall
Shropshire Council Health, Wellbeing & Prevention Directorate	1	Assistant Director – Integration & Healthy Population	Steph Jones (existing member) /Paula Mawson, Assistant Director – Integration & Healthy Population

Shropshire, Telford and Wrekin Integrated Care System -Designated Clinical Officer	1	Designated Clinical Officer	Jen Griffin
Assistant Director Children's Social Care and Safeguard	1	Assistant Director Children's Social Care and Safeguard	Sonya Miller
Shropshire Council People Directorate	1	Children and Young People Commissioning Lead	Yvonne Oliver
Shropshire Council People Directorate	1	Designated Social Care Officer	Sharon Graham
Shropshire Council People Directorate	1	Early Help Service Manager	Siobhan Hughes
Health Providers	7	<p>SCHT</p> <p>MPFT</p> <p>BeeU</p> <p>SATH</p> <p>GP</p> <p>ICS Clinical Lead for MH, LDA and CYP</p> <p>Learning Disability and Autism Programme Lead</p>	<p>Helen Cooper/Dr Ganesh</p> <p>Liam Laughton To be confirmed</p> <p>To be confirmed Priya George</p> <p>vacant</p>
Children's Voices	1 or 2		To be confirmed
Voluntary Sector	1	VCSA 0-25 Youth Summit elected representative	Sarah Thomas/Zara Bowden 2023-24
Shropshire Virtual School	1	Shropshire Virtual Headteacher	Jo Kelly
Shropshire Educational Psychology Service	1	Principal Educational Psychologist	Steve Laycock
NHS STW, ICB		Director for MH, LDA & CYP	Tracey Jones
NHS STW, ICB		Assistant Director for Transformation and Commissioning	Brett Toro-Pearce