



## Terms of Reference - SEND Executive Board: Reviewed October 2023

### 1. Purpose

1.1 The purpose of the SEND Executive Board is to provide robust multi agency oversight for the delivery of services across the SEND partnership 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.

1.2 The Board will:

- a) Provide the monitoring and review of the SEND Transformation programme.
- b) Support alignment with the strategic direction; and
- c) Ensure a collegiate approach across Education, Health and social care.

### 2. Responsibilities

2.1 Key responsibilities of members of the SEND Executive are:

- a) ensure delivery of key objectives and successful outcomes from the SEND Quality Improvement plan, SEND strategy, and SEND and Alternative Provision Sufficiency Strategy.
- b) manage cross workstream dependencies.
- c) ensure key decisions are identified, monitored, and escalated if required.
- d) ensure programme risks, issues and dependencies are appropriately identified and mitigated.
- e) ensure reporting is undertaken as required to wider governance boards, and stakeholders.
- f) ensure that the voice of parent, carers and children informs service provision and systemic change.
- g) regularly review the quality and impact of the Local Offer.
- h) monitor the effectiveness of key performance indicators as outlined within the SEND Executive Performance Report to ensure good outcomes for children and young people with SEND.
- i) inform and develop partnership arrangements between key organisations.

### 3. Objectives of the Board

3.1 The Board will work together:

- a) to ensure key strategic oversight across all aspects of SEND delivery.
- b) review and monitor the impact of the delivery of SEND services across the partnership.
- c) ensure a multi-agency approach as prescribed in the Children's and Families Act (2014), facilitating joint planning and delivery;
- d) hold partners to account when required, providing robust and positive scrutiny and challenge.
- e) monitor the effectiveness of joint commissioning arrangements.
- f) to ensure that the four cornerstones of co-production and inclusive practice are embedded within our approach: Welcome and Care, Value and Include, Communicate and Work in Partnership.

### 4. Membership

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

4.2 Suggested membership of the group will be:

- Chair and Vice Chair of SEND POWER in Haringey
- Cabinet Lead Member, Children, Schools and Families
- Senior Public Health Commissioner (LBH)
- Service Director for Adults Social Care (LBH)
- Assistant Director for Early Help, Prevention and SEND (LBH)
- Assistant Director for Commissioning and Programmes (LBH)
- Assistant Director for Schools and Learning
- Borough Lead Therapies and Specialist Nursing Haringey Children (Whittington Health)
- Designated Clinical Officer for SEND NCL, ICB Head of Haringey CYP Services (Whittington Health)
- Joint Assistant Director of Commissioning for Adults and Children (NHS NCL ICB & Haringey Council)



- Haringey CAMHS Service Lead (BEHMHT) (Operations)
- Head of SEND (LBH)
- Head of Service, Learning Disability Partnership (LBH)
- Young People's Representative (Elevated Youth)
- Engagement Co-Ordinator (SEND Power)
- Designated Social Care Officer (LBH)
- Primary (mainstream) Headteacher representative
- Secondary (mainstream) Headteacher representative
- Alternative Provision Headteacher representative
- Leader from post-16 sector representative
- Principal Education Psychologist
- Early Years Leader
- Special School Headteacher representative
- School Governor representative
- Haringey SENDIASS
- 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.*

## **5. Delegation**

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

## **6. Frequency of meetings**

6.1 The SEND Executive Board will meet bi-monthly with a mixed model of in person and hybrid meetings. 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.

## **7. Standing Agenda Items**

7.1 Whilst the Agenda items may vary from time to time, at the discretion of the Chair, standard items will be:

- Parent Carer Forum update
- Elevated Youth update
- Quality Assurance and Performance report
- Quality Improvement Plan
- Safety Valve
- Thematic subjects eg) Alternative Provision, Transport, Housing.

## **8. Success factors**

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

- a) children and young people with SEND secure good outcomes and fulfil their potential.
- b) evidence of a shared and applied strategy and approach.
- c) children, young people, and their parents/carers feel increased satisfaction with their services
- d) key performance indicators evidence impact
- e) 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.

## **9. Recording**

9.1 The meeting output will be issued as soon as practicable after each meeting, within 10 working days

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

## **Review**

These Terms of Reference are to be reviewed every 12 months. Date of next review: October 2024