

Lancashire SEND Partnership

Terms of Reference

Purpose

The purpose of the project board is to:

- Improve outcomes for children and young people with SEND;
- Agree a shared vision and clear strategy for the development and implementation of SEND services in Lancashire;
- Improve the equality of access to provision;
- Oversee the development of systems and processes which will improve the delivery of and engagement with services;
- Ensure children and young people's needs are met through the effective delivery of EHC plans;
- Promote a culture of inclusion and partnership working.

Role

The role of the project board is to:

- Ensure the Written Statement of Action (WSOA) is implemented in an effective, transparent and timely manner;
- Manage the delivery of the wider work programme for SEND;
- Ensure meaningful engagement with children, young people and their families is embedded in the culture of SEND services;
- Ensure engagement and co-production with other relevant stakeholders and partners;
- Ensure the quality of provision and services;
- Engage with relevant departmental and statutory bodies, such as the Department of Education, Department of Health and the National Health Service.

Decision Making and Delegation

The Executive Director for Education and Children's Services along with the Chief Officer for the combined CCG's are accountable for the SEND Partnership Programme.

LCC's Head of service for SEND is responsible for reporting on progress to the SEND Partnership Board and the Council's Cabinet. The Chief Operating Officer for Health is responsible for reporting on progress to the SEND Partnership Board and the Joint Committee of the Clinical Commissioning Groups.

The Project Board will be accountable for delivery of the WSoA. It will provide leadership and strategic direction for the agreed themes, ensure that timely progress is made against agreed plans and will sign off progress against key performance indicators.

Membership Category	No.	Name of Representative
Accountable Officers	2	John Readman, Executive Director of Education and Children's Services, Lancashire County Council (Chair) Mark Youlton, Clinical Commissioning Group Chief Officer with responsibility for SEND (Vice Chair)
Responsible Officers	2	Hilary Fordham, Chief Operating Officer, NHS Morecambe Bay Clinical Commissioning Group David Graham, Head of Service SEND, Lancashire County Council
Education providers – all sectors	5	Early Years – Tara Entwistle, Head at Newton Nursery School Primary – Tina Wilkinson, Head St Andrews Oswaldtwistle Secondary – Lynne Blomley, Head at Colne Primet High School Special – Fiona Grieveson, Head Kingsbury Special School Further Education – Robin Newton-Syms, Executive Director, The Lancashire Colleges
Parents/Carers Covering geography and ages	3/4	Jo Bebbington Tricia Farey Kate Reddy Sam Jones (Interim)
Young People	2	Matthew Fisher, POWAR Evie Smith, Lancashire Youth Council

Commissioners	2	Dave Carr, Head of Service Policy, Information and Commissioning (Start Well), Policy, Information and Commissioning, Lancashire County Council Sakthi Karunanithi, Director of Public Health and Wellbeing, Public Health
LCC Education Lead	1	Steve Belbin, Head of Schools Improvement, Lancashire County Council
LCC Children's Social Care	1	Amanda Hatton, Director of Children's Services, Lancashire County Council
LCC Children and Family Wellbeing Service	1	Debbie Duffell, Head of Service Children and Family Wellbeing, Lancashire County Council
LCC Adult Social Care	1	Charlotte Hammond, Head of Service Learning Disabilities, Autism and Mental Health, Lancashire County Council
Community, Acute, Mental Health	3	Dr Maria Hall, Community Health Representative Nicola Askew, Acute Health Representative Helen Lynch, Mental Health Representative
Designated Clinical Officer	1	Anne Hardman, Designated Clinical Officer, South

Tenure of Membership

Two years, to be reviewed after one year

Frequency of Meetings

The Board will meet on a monthly basis, moving to bi-monthly from Sept 2018 onwards

Substitution of Meetings

Substitution will be by exception only

Attendance by Non-Members

Invitations may be extended to non-members, where their input or advice supports the discussion taking place at the meeting

Declaration of Interest and Confidentiality

Board members should declare any items under discussion which are of direct personal or professional interest.

At times the Board will consider sensitive and/or confidential items, which shall remain so until agreed otherwise.

Communication and Sharing Information

Information about the role of the Board, its work and impact will be made available to all stakeholders through regular communication

Review

The Board will keep the purpose of its work, priorities for action and governance structure under regular review.