

Lancashire SEND Partnership Board

Terms of Reference 2024

The Lancashire Special Educational Needs and/or Disabilities (SEND) Partnership Board brings together partners who work together to deliver our shared vision, values and priorities. The Lancashire SEND Partnership that forms the Board is an equal partnership of Lancashire County Council, education providers, the Lancashire, and South Cumbria Integrated Care Board (ICB), and healthcare providers, Lancashire Parent Carer Forum, and POWAR the children and young people's participation group. The Board oversees and monitors the SEND Plan 2021-2025 and its impact and effectiveness at improving educational outcomes.

1. Purpose of the Lancashire SEND Partnership Board

The SEND Partnership Board purpose is to:

- Promote a culture of inclusion and partnership working through co-production.
- Act as the strategic governance body for SEND with oversight of the SEND improvements across Lancashire.
- Ensure the shared vision and clear strategy for the improvement of SEND services in Lancashire is implemented.
- Ensure that improvements are effective and have a positive impact on outcomes for children and young people with SEND, and their families.
- Ensure that improvements deliver appropriate consistency in delivery of services, removing unwarranted variation, and ensure there is equality of access to provision.
- Ensure systems and processes support improvements in the delivery of and engagement with services across the partnership and for children and young people, and parent carers.
- Provide oversight, check and challenge with progress on improvement plans for SEND, ensuring that there is full scrutiny of the work that is being delivered.
- 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.

2. Role of the Board

The role of the Partnership Board is to:

- Ensure the SEND Plan 2021-2025 is implemented in an effective, transparent, and timely manner.
- Oversee the delivery of the wider work programme for SEND and take on the role of 'check and challenge' for scrutiny of the actions.
- Ensure meaningful engagement with children, young people and their families is embedded in the culture of all SEND and associated services.
- Ensure engagement and co-production takes place with all stakeholders and partners.
- Engage with relevant departmental and statutory bodies, such as the Department for Education, Department of Health and Social Care, and the National Health Service.

3. Decision Making and Delegation

The LCC Executive Director for Education and Children's Services along with the Chief Nursing Officer / Director of Children, Young People and Maternity representing the Integrated Care Board are jointly accountable to the Lancashire Health and Wellbeing Board for the SEND Plan 2021-2025.

LCC Director of Education, Culture and Skills is responsible for reporting on progress to the SEND Partnership Board and the County Council's Cabinet. The Senior Responsible Officer for Health is responsible for reporting on progress to the SEND Partnership Board and through the ICB Children and Young People's Board to the ICB Board.

The Partnership Board is accountable to the Health and Wellbeing Board for the delivery of the SEND Plan, providing leadership and strategic direction.

4. Governance

The SEND Partnership Board governance structure is as illustrated in Appendix A

5. Membership

Board members act as representatives for their sector or organisation as part of the partnership, sharing the perspective of their sector, whilst also engaging with their sector and keeping others informed of information that comes through the SEND Partnership Board.

The SEND Partnership Board membership Appendix B

6. Tenure of Membership

The chairing of the SEND Partnership Board will be reviewed every year in line with membership of the Board. The membership of the Board will be reviewed every year to ensure that it continues to reflect the SEND partnership, and to ensure that there are no vacancies.

7. Quoracy

The meeting is quorate with either the Chair or Vice Chair in attendance along with 40% of the membership. Where a meeting is inquorate it can proceed with decisions to be ratified at the next meeting.

8. Attendance by Non-Members

Invitations may be extended to non-members where their input or advice supports the discussion taking place at the meeting. Members of the Health and Wellbeing Board SEND Scrutiny Sub-Committee may attend Board meetings as observers.

9. Substitution at Meetings

The Chair and Vice Chair of the Partnership Board are expected to attend 90% of meetings, with one or other in attendance at each meeting. Members are expected to attend 80% or more of the Board meetings. If more than three meetings are missed, this may result in membership being terminated. Substitutions for attendance will be by exception only.

10. Frequency of Meetings

The Board will meet quarterly, with meetings taking place in, April, July, October, and January each financial year. An extra-ordinary meeting will be scheduled annually for the young people's Take Over of the SEND Partnership Board, co-produced by young people.

11. Communication and Sharing Information

The minutes of each Board meeting will be uploaded to the SEND Partnership website and will be publicly available within five working days of being approved by the Board as an accurate record. Additionally, within one week of each Board meeting members will receive a Board Brief that they should share with those people or groups that a Board member represents from across the Partnership. POWAR have requested that a summary template is implemented for agenda items.

12. Declaration of Interest and Confidentiality

Board members must declare a direct personal or professional interest related to any items under discussion. At times the Board will consider sensitive and/or confidential items which will be identified within papers and at the meeting. Such items remain confidential until such time it is agreed otherwise.

13. Review

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

Appendix C identifies the point in the Board calendar when various aspects will be reviewed.

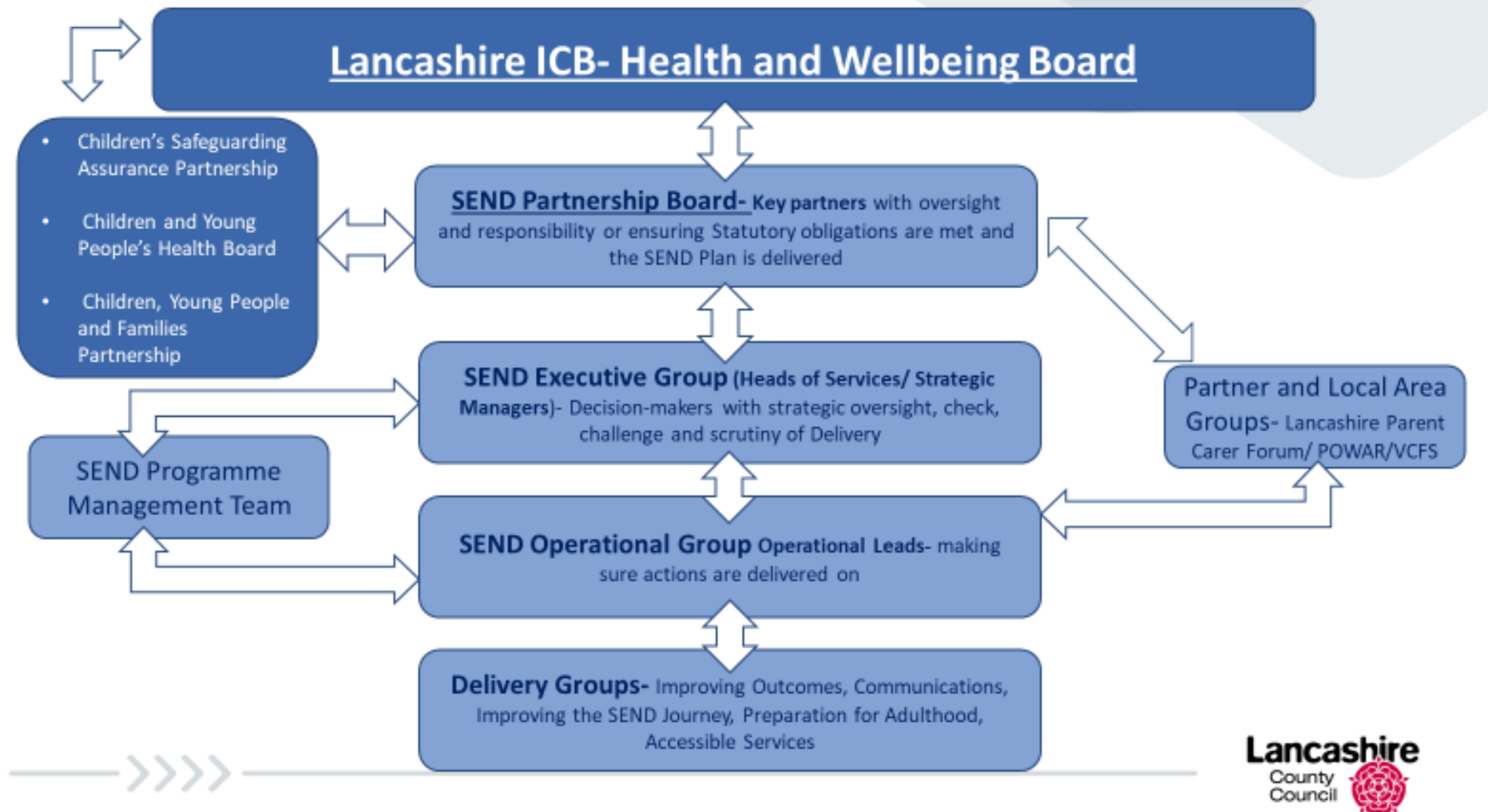
Appendices:

Appendix A SEND Partnership Board Governance Structure

Appendix B SEND Partnership Board Membership List

Appendix C SEND Partnership Board Standing Agenda Items

Appendix A: Governance Structure 2024-2025



Appendix B: Membership List

Each member of the Board represents a body or group that is part of the partnership. Members are expected to share information from the Board with those they represent, and they are also expected to bring a range of views from those they represent to the Board.

Name	Job Title/Role	Email
Senior Leads		
Jacqui Old	Executive Director of Education and Children's Services, Lancashire County Council	Jacqueline.old@lancashire.gov.uk
Sarah O'Brien	Chief Nursing Officer, Lancashire and South Cumbria Integrated Care Board	sarah.obrien19@nhs.net
Paul Turner	Director of Education, Culture & Skills, Education & Children's Services	TBC
Vanessa Wilson	Director Children, Young People and Maternity	Vanessa.wilson6@nhs.net
County Councillors		
CCllr Jayne Rear	County Councillor, Legal, Governance & Registrars. Cabinet Member for Education and Skills.	Jayne.Rear@lancashire.gov.uk
CCllr Cosima Towneley	County Councillor, Legal, Governance & Registrars. Cabinet Member for Children and Families.	Cosima.Towneley@lancashire.gov.uk
CCllr Michael Green	County Councillor, Legal, Governance & Registrars. Cabinet Member for Health and Wellbeing	michael.green@lancashire.gov.uk
SEND Programme Team		
Jenny Ashton	Manager of the SEND Partnership	Jennifer.ashton@lancashire.gov.uk
Lancashire County Council		
Dave Carr	Director of Policy Commissioning and Children's Health	Dave.Carr@lancashire.gov.uk
Sakthi Karunanithi	Director Public Health and Wellbeing, Public Health	Sakthi.Karunanithi@lancashire.gov.uk
Kathy Ashworth	Head of Service Early Help	kathy.ashworth@lancashire.gov.uk
Sally Richardson	Head of Service Inclusion	Sally.Richardson@lancashire.gov.uk

Balwinder Kaur	Director of Service Adults Community Social Care	Balwinder.kaur@lancashire.gov.uk
Neil Willcocks	Service Manager, Learning Disabilities, Autism and Mental Health	Neil.Willcocks@lancashire.gov.uk
Louise Anderson	Director of Children's Social Care	Louise.Anderson2@lancashire.gov.uk
Andrea Duerden	MASH Senior manager, Children Social Care	Andrea.Duerden@lancashire.gov.uk
TBC	Designated Social Care Officer	TBC
Julie Bell	Head of Cultural Services	Julie.Bell@lancashire.gov.uk
Clare Smith	Youth Policy Strategic Lead	Clare.Smith@lancashire.gov.uk
NHS		
Lesley Anderson- Hadley	Associate Director SEND and Complexities	Lesley.anderson-hadley@nhs.net
Dr Maria Hall	Community Pediatrician / Neurodevelopmental Paediatric group	Maria.Hall@LTHTR.nhs.uk
Elaine Croll	Designated Clinical Officer	Elaine.croll@lscft.nhs.uk
Clair Martin	Designated Clinical Officer	clair.martin5@nhs.net
Helen Keaveny	LSCFT SEND Lead / SEND Champions Network	Helen.Keaveny@lscft.nhs.uk
Schools and Colleges		
Sue Conron	Early Years representative	head@dukestreet-nur.lancls.sch.uk
Sarah Barton	Primary Schools representative	head@broadoak.lancls.sch.uk
Andy Smith	Secondary Schools representative	head@st-aidans.lancls.sch.uk
Ian Carden	Special Schools representative	head@ridgewood.lancls.sch.uk
Marie Haworth	Further Education representative	MHaworth@Preston.ac.uk
Vacancy	Higher Education representative	
Parent Carer Representatives		
Sam Jones	Chair of Lancashire Parent Carer Forum	chair@lancashireparentcarerforum.org.uk
Gillian Rankin	Parent Carer Representative	gillianrankin36@icloud.com
Emma Bonney	Parent Carer Representative	stevensone@hotmail.co.uk
Children and Young People Representatives		
POWAR Young Person representative	with a member of staff from The Participation Team, Targeted Youth Support, CFW	Via Suliman.hussain@lancashire.gov.uk

Appendix C: Standing Agenda Items

When	What
At each meeting	<p>Minutes of the previous meeting</p> <p>Risk Register</p> <p>Action Tracker</p> <p>Forward Plan</p> <p>Highlight Reports of improvement activity against key performance indicators and targets, including related data dashboards.</p> <p>Comment from POWAR representatives</p> <p>Key topics related to the SEND plan and the SEND Code of Practice</p>
Every 6 months	Half yearly improvement plan progress report
Every 12 months	<p>Annual progress report</p> <p>Review of Improvement Plan</p> <p>Annual report from the SENDIAS team</p> <p>Annual report from the Designated Clinical Officers</p> <p>Annual report from the Parent Carer Forum</p> <p>Annual report and SEND Partnership takeover from POWAR</p> <p>Annual report from the Designated Social Care Officer</p> <p>Annual report from the Family Hubs</p> <p>Annual review of Local Offer improvements</p> <p>Annual review of EHCP and Annual Review Audits</p> <p>Review of the SEND Partnership Board Chair role</p> <p>Review of the SEND Partnership Board membership</p>
Every 24 months	Review of the Board Terms of Reference and Governance Structure