

# Local Area Partnership SEND Programme Committee

## Terms of Reference

### 1 Introduction

#### 1.1 The Local Area Partnership SEND Inspection 30 October to 17 November concluded:

*The LAP should work more collaboratively and effectively to improve strategic planning. This needs to deliver systems with measurable impact that will create better experiences and outcomes for children and young people with SEND.*

*In particular they should urgently improve:*

- *the robustness and impact of governance*
- *the rigour of quality assurance approaches, so that these give the information leaders require to address weaknesses effectively*
- *the frequency and quality of multi-agency working*
- *the management of transitions and planning for adulthood for children and young people, starting in the earliest years, and across services in education, health and care, including putting steps in place to reduce NEET, so that they are better supported to lead fulfilling lives.'*

[50238584 \(ofsted.gov.uk\)](https://www.ofsted.gov.uk/50238584)

1.2 local area partnership is required to develop and publish a priority action plan which should be submitted to both Ofsted and the CQC within 35 working days from receipt of the report intended for publication.

1.3 The priority action plan must include the local area partnership's proposed measures to address the priority action areas identified in the inspection report; the responsible partner for each proposed action; and the period within which the action is to be taken.

- 1.4 Ofsted and CQC ask that the principal authority, and any other local area partners who were involved in making the priority action plan to publish it within 5 working days of receiving confirmation that it is fit for purpose.

## 2 Principles / Ways of Working

- 2.1 The Committee has been formed to provide effective governance, leadership and oversight to address the priority action and improvement areas identified in the inspection report and ensure the production of a Priority Action Plan that is deemed fit for purpose by Ofsted/CQC. It will encompass the pre-existing SEND Programme Board providing greater alignment / strategic direction of the partnership to address the areas as assessed by Ofsted and the CQC as the priorities.
- 2.2 This will entail ensuring the Priority Action Plan:
- a) directly addresses the priority actions outlined in the inspection report
  - b) sets out clearly what the Local Area Partnership in Suffolk intends to achieve and by when.
  - c) describes the specific **actions** to be undertaken to address the priority actions and improvement areas
  - d) sets out clear milestones that **progress** will be measured against
  - e) sets out who is **responsible** for each action
  - f) set out **success measures** and how leadership will assess the **impact** of the measures taken to make the required improvements
  - g) describes **accountability** and **governance** arrangements
  - h) describes how **children, young people** and their families have been involved in the development of the Priority Action Plan (recognising that the plan must be produced in 30 working days)
- 2.3 Ensure the delivery of the approved Priority Action Plan within timescales set out in the plan. This includes the effective management of risk to the delivery of the plan and taking measure to recover from any slippages in timescales that may occur.
- 2.4 Ensure children and young people, parent/carers and leaders from schools and other education settings, health, care and other partners where appropriate such as providers of community services have a say in the implementation of the plan.
- 2.5 Ensure arrangements are in place to communicate progress with implementing the priority action plan to all stakeholders.

- 2.6 Ensure all the necessary evidence of progress and impact is available for the monitoring inspection in 18 months' time.

### **3. Key Principles**

- 3.1 The SEND Local Area Programme Committee will work together taking joint responsibility across Social Care, Health and Education to address the areas of improvement identified within the SEND Inspection report. Ensuring a joined up, coherent multi-agency approach that improves the outcomes and experiences of children, young people with SEND and their families.
- 3.2 The SEND Local Area Programme Committee will take the lead in identifying and resolving issues identified as key disablers that would prevent the partnership addressing the priority actions and improvement areas identified in the inspection report.
- 3.3 The SEND Local Area Programme Committee will take responsibility to cascade and communicate appropriate information to their respective services and networks to ensure actions are taken efficiently and effectively.
- 3.4 The SEND Local Area Programme Committee will place children and families at the centre of what we do ensuring those with lived experience are at the heart of driving change, working in partnership every step of the way. It means experts by experience, families and carers will influence the way services are designed, commissioned and delivered.

### **Delivery**

- 3.5 Ensure the partners across Social Care, Health and Education in Suffolk deliver on the SEND strategy that defines shared outcomes, working collectively and in partnership across all of SEND provision with secure governance and quality assurance in place to achieve for children and young people with SEND.
- 3.6 Ensure the strategy is accompanied by implementation plans setting out clear actions and targets to deliver the strategy's priorities, milestones, accountability for delivery and how leaders will assess the difference made to the lives of children and young people and their families.
- 3.7 Ensure there is accurate and timely multi-agency information about children and young people with SEND in Suffolk with a robust analysis of data relating to needs and provision to include a review of the JSNA for Children and Young People aged 0-25 with Special Education Needs and/or Disabilities.
- 3.8 Engage with children and young people and their families to gain an understanding of their experiences and outcomes including any barriers to them accessing support.

- 3.9 Ensure services and pathways are co-produced with our experts by experience, families and carers shaping the way services are designed, commissioned and delivered.
- 3.10 Ensure joint commissioning arrangements meet the requirements set out in the SEND Code of Practice including meeting the partnership's statutory duties relating to the identification and assessments of needs.
- 3.11 Ensure there are clear measures including multi-agency performance data, audit results and direct feedback from children and their families, are in place to ensure leaders in Suffolk know how well services are performing including:
  - (a) whether the experiences of children and young people are good
  - (b) whether services are improving outcomes for children and young people with SEND.
- 3.12 Leaders on this committee will act on and prioritise actions that will lead to sustainable improvement through the use and review of the performance dashboard, the self-evaluation, and then using these to prioritise service improvement.
- 3.13 Ensure there are arrangements in place to support joint working and the sharing of information across Social Care, Health and Education to enable the early identification of children and young people with SEND. That all practitioners are aware of how they must work collectively and in partnership with others to improve outcomes for children with SEND.
- 3.14 Ensure those accountable for actions in the improvement plan keep content up to date with a risk register and mitigation plan updated in line with the committee meeting cycle and provided to the partnership committee in advance of meetings.
- 3.15 The SEND Local Area Programme Committee will maintain an action and impact log which is updated at each meeting, highlighting where objectives are slow to progress and where contributions need to be strengthened.

### **Priority Action Plan to respond to the recommendations in SEND Inspection Report**

To oversee the timely implementation of the local area partnership's Priority Action Plan by:

- Scrutinising monthly reports on implementation of the Priority Action Plan. Which include analysis of multi-agency performance data and case audit information.

- Holding partners across Social Care, Health and Education to account for delivery of the improvements.
- Taking prompt action to rectify any slippage in the work programme.
- Ensuring children, young people and their families are fully involved in the co-production and development of services.
- Ensuring progress in implementing the improvements and the difference they are making is regularly communicated to children and young people their families and other stakeholder including quarterly/six monthly/termly progress reports.
- Ensuring there are arrangements in place to quality assure the work undertaken.
- Ensuring the difference the improvements make to the lives of children and young people and their families is evidenced, evaluated and reported on.

## Success measures

Confirmation from

- (i) feedback from children and young people and parent/carers,
- (ii) key performance indicators from across the partnership such as timeliness of EHCP's, waiting times for ADHD, Autism, Speech and Language assessment, reduction in formal complaints and a reduction in the number children waiting for a school placement.
- (iii) feedback from other stakeholders that the improvement plan has made a positive difference.

Confirmation from Ofsted and CQC inspectors following the monitoring inspection in 2025 that the local area partnership in Suffolk has sufficiently progressed in areas outline in the Priority Actions and Areas for Improvement identified during the SEND inspection 30 October – 17 November 2023.

## 4 Membership

- 4.1 Members from across the partnership including Social Care, Health and Education have been identified based upon their leadership roles and responsibilities because they will be required to drive delivery across the partnership on the priority areas for action and improvement.
- 4.2 The Department for Education (DfE) SEND adviser and the NHS adviser will be invited to attend the group enabling direct reporting of progress or concern and any other information relevant to the improvement journey to the DfE and NHS.

4.3 Other specialist leads from across Education, Health and Care sectors, as well as young people and parents / carers, will be invited to attend meetings to provide specific challenge and support to the programme as and when required.

4.4 Members of the Committee are:

Deputy Director Transformation SNEE ICB (Joint Chair)

Assistant Director Inclusion, SCC (Joint Chair)

Suffolk Parent Carer Forum

Integrated Care Board Director Norfolk and Waveney ICB

SENDIASS

Young Person Representative

Assistant Director Social Care, SCC

Assistant Director Family Support, Safeguarding, MASH, QEPD, Resource & Support and Community Health, SCC

Assistant Director Education, SCC

Director Children, Young People and Maternity (Lowestoft & Waveney)

Head of Data & Intelligence Hub, SCC

Assistant Director Adult Services - Mental Health, Learning Disabilities & Autism and Sensing Change, SCC

**Education Rep**

SEND Programme Manager, SCC

Head of Programmes CYP, SCC

Designated Social Care Officer, SCC

Designated Clinical Officer SNEE ICB

Designated Clinical Officer Norfolk & Waveney ICB

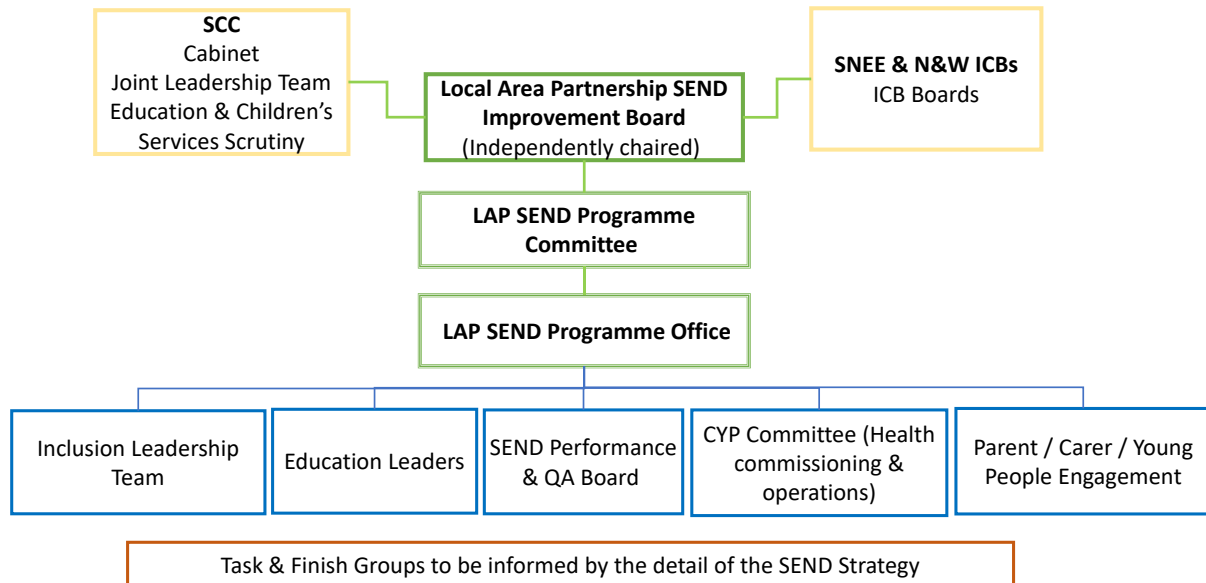
**Integrated Care Board Providers (as agreed)**

Head of SEND Services, SCC

Headteacher of Specialist Education Services, SCC

## **5. Governance**

5.1 The SEND Local Area SEND Programme Committee will report to the SEND Local Area Partnership Improvement Board who will hold the SEND Partnership to account ensuring actions committed to in the Priority Action Plan are being undertaken within the timeframes stipulated.



## 6. Frequency

- 6.1 Meetings will initially take place 2 weekly to ensure sufficient oversight and monitoring and enable the pace required.
- 6.2 Meetings are likely to move to monthly thereafter, as agreed by the group once the plans are sufficiently mobilised and progressing at pace.

## 7. Quoracy

- 7.1 This meeting is quorate when two members from the ICB, SCC Education, SCC Social Care are present and one member from Public Health, Schools, Providers (authorised to act on behalf of others) are present. A representative from the parent/carer forum (SPCF) must be present. The meeting can still be held if not quorate, but no formal decisions should be made.

## 8. Declaration of Interests and Confidentiality

- 8.1 Committee members must declare a direct personal or professional interest related to any items under discussion. At times the Committee 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.

## 9. Review

- 9.1 The Committee will keep the purpose of its work, priorities for action and governance structure under regular review. A self-assessment of the Committee progress will be undertaken at the midpoint of the Priority Action Plan timeline.



The review will assess what is going well and agree on the actions needed for further Committee improvements.

Annex.

### **Ofsted Framework Guidance following an inspection:**

*133. The local area partnership is **requested to update and publish its strategic plan**, which should include the actions it is taking in response to the recommendations made in the inspection report. If the local area partnership has widespread and/or systemic failings leading to significant concerns about the experiences and outcomes of children and young people with SEND, then it will be expected to develop and **publish a priority action plan** (area SEND), **which should be submitted to both Ofsted and the CQC. All strategic plans and priority action plans (area SEND) should be published in a way which ensures that they are accessible** to children and young people with SEND, and their parents and carers*

### **Part 3: Monitoring inspections**

*140. When a local area is given a judgement of outcome 3 and required to produce a priority action plan (area SEND) following a full inspection, Ofsted and the CQC will carry out a monitoring inspection around 18 months after the initial inspection.*

*141. The purpose of the monitoring inspection is to assess the extent to which the local area partners are taking effective action to address the urgent priorities for improvement set out in the inspection report.*

*142. Inspectors will carry out activities that are similar to those carried out during full inspections, such as discussions with leaders; sampling visits to education, healthcare and social care providers; and holding meetings with children and young people, parents and carers, and professionals. Depending on the areas of focus, this may include tracking meetings and surveys of children and young people, parents and carers, and practitioners.*

*143. However, inspectors will tailor their enquiries and evidence gathering to focus on the issues that the area was required to address in the priority action plan (area SEND). If inspectors identify any new significant weaknesses during the monitoring inspection, the monitoring inspection outcome letter will refer to these.*

*144. In monitoring progress, inspectors will take account of:*

- *any actions taken by leaders, since the initial inspection, to address the significant weaknesses identified*
- *evidence provided by the local area that shows how leaders have assured themselves that the necessary progress is being made against each area of significant weakness*
- *any up-to-date self-evaluation carried out by the local area*



- *the views of children and young people and their parents and carers, gathered through surveys and other forms of engagement agreed with the area*