

# Local Area Partnership SEND Improvement Board

## Terms of Reference

### 1. Introduction

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 The local area partnership is required to develop and publish a priority action plan (PAP) and refresh the SEND Strategy. Once the priority action plan has been agreed with Ofsted and CQC it forms an 'agreement' and cannot be changed until after the monitoring visit has taken place, which will be approximately (May-25).

1.3 The Local Area Partnership's PAP and SEND Strategy will be reviewed by DfE and NHSE at formal monitoring meetings approximately 6 monthly, depending on the individual circumstances of the local area. Specific areas for priority action deep dives will take place between 6-monthly formal meetings and will evaluate the progress by the Local Area Partnership against specific areas in the PAP.

## 2. Purpose

2.2 The SEND Local Area Partnership is recognised by partners as the lead authority for directing matters pertaining to the delivery of the Suffolk Priority Action Plan. This includes directing the Suffolk SEND Programme Committee and its associated sub-groups and providing assurance that the Priority Action Plan and SEND Strategic Action Plan are effective to the multi-agency partnership boards in Suffolk.

2.3 Through their roles on other Suffolk Boards, such as the Suffolk Health & Wellbeing Board, Suffolk CYP Commissioning Board, Integrated Care Board Children & Young People Committee, Officers are able to influence and direct Suffolk strategies to ensure all agencies play an active and timely role in the delivery of the Priority Action and Strategic Action Plans.

## 3. Roles and Responsibilities

3.1 Ensuring the delivery of the Suffolk Priority Action Plan and SEND Strategic Action Plan is viewed by all agencies as an urgent priority.

3.2 Provide leadership, challenge and direction to the Local Area Partnership SEND Programme Committee, helping to unblock any barriers to its delivery of the Priority Action Plan.

3.3 The SEND Local Area Partnership will agree, monitor and review high level reports of the progress, risks and issues in delivery of the Priority Action Plan; and will provide challenge or request more detailed updates as appropriate.

3.4 The member organisations will share commissioning and decommissioning intentions, service reorganisations and other key matters that may impact on the delivery of the Priority Action Plan in a timely and transparent way.

3.5 The SEND Local Area Partnership will proactively listen and act upon the feedback of children, young people and parents/carers; by requesting feedback be gathered and presented on the areas of greatest risk or priority, and deciding how it should be acted upon by the Local Area Partnership SEND Programme Committee.

### Standing agenda items

- Review of high-level data dashboard.
- Review of high-level risks and issues across delivery of the Priority Action Plan and SEND Strategic Plan.
- Input from children, young people and parents/carers.

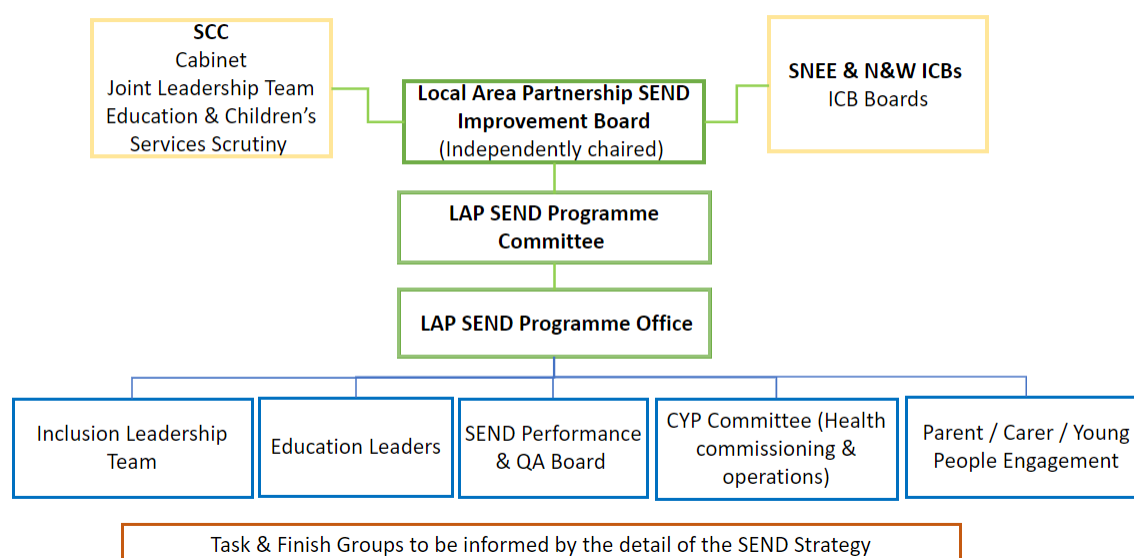
## 4. Membership

4.1 Members have been identified based upon the scope of the programme and roles and responsibilities required to support delivery. Members are expected to report and feedback progress / issues to their respective agencies to and from the partnership.

- 4.2 A representative from each agency should attend. In the rare event that a member is unable to attend a meeting a substitute can attend in their place although members are required to abide by the minimum attendance requirements set out at 7.3.
- 4.3 Other specialist leads from across Education, Health and Care sectors can be invited to attend meetings to provide specific challenge and support to the programme as and when required.
- 4.4 Members are required to actively participate in the work of the group to ensure a co-ordinated response to promote joint working, co-operation and mutual support.

## 5. Governance

### Local Area Partnership SEND Governance



- 5.1 The Independent Chair of the Local Area Partnership Improvement Board will report to the Chief Executive of Suffolk County Council, Chief Executive of Suffolk and North-East Essex and Chief Executive of Norfolk and Waveney Integrated Care Board.
- 5.2 The Independent Chair will ensure the board reaches clear decisions, and in doing so, ensures the board is adequately represented by members.
- 5.3 The Chair will ensure each member of the board has clear responsibilities and understands their accountability for communication within their own agency.
- 5.4 The SEND LAP will promote strong and effective links with other partnerships.

5.5 The SEND LAP will report into local governance arrangements and decision-making structures within the County Council and Integrated Care Board to ensure clear lines of accountability from elected members and ICB governing body.

Local Area SEND Improvement Board
Independent Chair
Chief Executive ICB
Chief Executive SCC
Cabinet Member Education
Cabinet Member Social Care
Chair or Health Scrutiny Committee
Suffolk Parent Carer Forum
Executive Director Children Services (DCS)
Integrated Care Board Director SNEE
Integrated Care Board Director Waveney
SENDIASS
Engagement Hub – Young Person Rep
Assistant Director Inclusion (SCC)
Assistant Director Social Care
Assistant Director Early Help, School Nursing
Assistant Director Education
Integrated Care Board Transformation Deputy Director SNEE
Director Children, Young People and Maternity (Lowestoft & Waveney)
Head of Service Intelligence Hub
Assistant Director Adult Services - Mental Health, Learning Disabilities & Autism and Sensing Change
Education Rep
Department for Education Case Lead
Department for Education SEND Advisor
NHS England Advisor
SEND Programme Manager
Head of Programmes

## 6. Frequency

6.1 LAP SEND Improvement Board will take place quarterly to ensure oversight and sufficient time for actions, data and pace to show impact or change.

6.2 Extraordinary meetings may take place to provide sufficient oversight of mobilisation of plans and changes.

## 7. Quoracy

7.1 Minimum attendance must include the Chair (or vice chair), with 8 members within this a representative from the parent carer forum should be present.

7.2 In order to maintain the pace of the improvement work, the Board can still be held if the meeting is not quorate. However, no formal decision on joint issues should be made.

7.3 A Board Register will be used to record the attendance of each member across the year. The expected attendance requirement for each named member of the Board is 75% of the total number of meetings in each rolling annual cycle.

## 8. Declaration of Interest and Confidentiality

Members must declare a direct personal or professional interest related to any items under discussion. At times the Partnership 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

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

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*