

## Special Educational Needs & Disability (SEND) Board

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### Terms of Reference

#### 1. The purpose of the board:

The SEND board will provide strategic direction and leadership for monitoring and quality assuring the local area's effectiveness in identifying and meeting the needs of children and young people who have special educational needs or disabilities (SEND). In doing so the board will:

- take account of the statutory framework for local authorities and clinical commissioning groups to work together to secure services for children and young people with SEND and improve health and care outcomes
- ensure there is an up to date and accurate self - assessment of the partnership's effectiveness against all key areas of the inspection framework
- evaluate the outcomes and provision for children and young people in Waltham Forest
- agree the SEND priorities in the local area SEND local improvement plan and the Health action plan
- Monitor progress and actions within the merged SEND Health action plan and the LA improvement plan
- Receive reports, updated action plans from SEND and any related task and finish groups and sign off recommendations from work streams

#### 2. Roles and Responsibilities of the Board are to:

- Foster collaboration and effective partnership working across the health, education and social care system for children and young people with SEND and or disability
- Ensure effective processes and quality assurance are in place to confirm Education Health and Care Plans are of high quality and are co-produced with parents/carers and young people
- Ensure strategic and operational alignment with the overarching drivers across health, education and social care in relation to SEND and wider agendas on children and young people
- Work in partnership with parents, young people, and the Waltham Forest Parent Forum to identify and achieve planned actions
- Ensure systems are in place to support early assessment of need and ensure timely intervention
- Monitor the impact of EHC Plans to order to improve outcomes and achievement children and young people with SEND.
- To work towards joint commissioning process for SEND in the Borough ensuring there is sufficiency of services and resources to meet demand in a cost efficient way and that these are clearly included in the Local Offer

- ensuring the voices of children, young people and their parents are taken into account within the SEND pathway and in line with expectations within the Children & Families Act (2014) and the NHS constitution
- Endorse the development and maintenance of the children and young people's toolkit and platform ensuring young people with SEND and their parents/carers are well represented and engagement is meaningful
- Make use of existing Health, Local Authority and Voluntary sector communication channels and teams to communicate progress on SEND reforms and promote services
- Provide scrutiny and challenge to all relevant service providers and commissioners
- Use quantitative and qualitative data effectively to identify issues and gaps to inform strategic developments and monitoring effectiveness of SEND services
- Oversee the work of SEND work-streams and task and finish groups which will be accountable to the Board and will report at a frequency to be decided by the Chair.

### 3. Accountability

Overall accountability of the SEND Board is to the Better Care Fund (BCF) for Children & Young People which reports to the Integrated Governance Board Joint Management Team and Health and Wellbeing Board

In addition the Board is accountable to and reports to the CCG Governing body through the Performance and Quality Committee.

For NELFT, accountability sits with the Clinical Quality Review Group Meeting (CQRM). This committee reports directly to the Trust Board.

### 4. Membership and chairing of Board:

The Board is chaired by the Director of Disability Enablement Services LBWF with Associate Director of Contracting WFCCG as Vice chair.

The following table details membership:

Organisation	Name	Title	Email
LB Waltham Forest			
	Angela Wellings	Director Disability Enablement Service (interim)	Angela.wellings@walthamforest.gov.uk
	Joe McDonnell	Director of Public Health	<a href="mailto:joe.mcdonnell@walthamforest.gov.uk">joe.mcdonnell@walthamforest.gov.uk</a>
	Barbara Thurogood	Group Manager, Disability Enablement Service	barbara.thurogood@walthamforest.gov.uk
	Darren Newman	Assistant Director of Commissioning	
		LBWF communication team. As and when needed	
	David Fry	Assistant Director for Corporate Parenting	<a href="mailto:David.fry@walthamforest.gov.uk">David.fry@walthamforest.gov.uk</a>
Education			
	Gary Pocock	Schools representative	<a href="mailto:gary.pocock@hornbeamacademytrust.com">gary.pocock@hornbeamacademytrust.com</a>
		Early Years rep	Via Eve McLoughlin
		College rep	Via David Kilgallon
	Nick Davies	Adult social care	
WF CCG			
	Kelvin Hankins	Associate Director of contracting	Kelvin.hankins@nhs.net
		Maternity and Child Health Commissioning Manager	Vacancy to be filled
	Korkor Ceasar	Designated nurse for safeguarding children and LAC (as and when required)	Korkor.casear@nhs.net
	Dr Tonia Myers	Clinical director (As and when required)	tmyers@nhs.net
NELFT			
	Lynn McBride	Designated clinical officer	<a href="mailto:lynn.mcbride@nelft.nhs.uk">lynn.mcbride@nelft.nhs.uk</a>
	Joseph Lindo	Assistant Director Universal Services Children	<a href="mailto:joseph.lindo@nelft.nhs.uk">joseph.lindo@nelft.nhs.uk</a>
	Dr Tanja Satterthwaite	Consultant Pediatrician/DMO	<a href="mailto:tanja.Satterthwaite@nelft.nhs.uk">tanja.Satterthwaite@nelft.nhs.uk</a>
	Cynthia Wood	Operational Lead Children's Targeted services	Cynthia.Wood@nelft.nhs.uk
	Sam Illaeea	CAMHS operational manager	To be confirmed
Waltham Forest Parents forum			
	Carol Prideaux	Parent Participation Director	<a href="mailto:walthamforestparentforum@live.co.uk">walthamforestparentforum@live.co.uk</a>
	Lucy Stoner	Parent Forum rep	<a href="mailto:walthamforestparentforum@live.co.uk">walthamforestparentforum@live.co.uk</a>

## 5. Responsibilities of Board members:

- Attend all scheduled board meetings or delegate attendance to an appropriate member of staff who has delegated authority
- Share relevant communications and information across the membership of the Board and where appropriate within their own organisations and/or departments being mindful of information governance and data sharing requirements and legislation.
- Chairs will be responsible for clarifying at the end of meeting any areas of discussion that cannot be shared outside of the meeting.
- Make timely decisions and be accountable for any agreed actions required
- Notify members of any matters which may impact on the effectiveness of the board

## 6. Frequency of Meetings:

The SEND Board will meet monthly.

## 7. Business Support

Meeting minutes will be taken by an administrator from Waltham Forest CCG or LBWF. Agenda and minutes of the previous meeting will be distributed at least 5 working days before the meeting and the next meeting date will be made available to members at least 4 weeks in advance.

The meeting will be Chaired by the LBWF Director of DES with CCG Associate Director of Contracting as vice Chair. In the event of the absence of the Chair and vice-Chair, the meeting can be deputised by the Group Manager LBWF or WFCCG commissioning manager

## 8. Minimum Attendance/ Quorum

The group will be quorate when there is one member attending from each agency including Waltham Forest Local Authority, the CCG and NELFT.

## 9. Conduct of the committee

The committee will conduct its business in accordance with relevant national guidance and relevant codes of practice.

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions.

The Chair will have the power to request that member to withdraw until the committee's consideration has been completed.

If the Chair has a conflict, then an alternative Chair will be nominated from the membership of the committee

## Document Control

### Document History

Version	Issue Date	Changes
Draft 1	04.12.17	First Draft TOR distributed
Draft 2	15.02.18	Second Draft TOR
Draft 3	12.03.18	Third draft TOR
Draft 4	20.04.18	Amended draft- SH .
Draft 5	20.04.18	Amended SH and LMcb
Final version	1.05.18	Amended & agreed by Board.
Version 6	03.12.18 (draft)	Updated membership, frequency and some terms TGW
Version 7	05.12.18 (draft)	Updated with comments from Angela Wellings TGW
Version 8	11.12.18 (draft)	Updated with Helen Davenport comments TGW
Version 9	18.12.18 issued	Updated and agreed at SEND Board 13.12.18 TGW
Version 10	11.01.19 issued	Updated and agreed at SEND board 09.01.19 TGW