

Cambridgeshire SEND Executive Board (CSEB)

TERMS OF REFERENCE

July 2023

1. CONTEXT

The Cambridgeshire SEND Executive Board (CSEB) recognises collective accountability for supporting children and young people with special educational needs and/or disabilities to achieve outstanding outcomes within Cambridgeshire.

The CSEB ensures a clear line of sight for holders of statutory responsibilities on the duties of the local area for children and young people aged 0-25 years with SEND contained in the Children and Families Act 2014 and amplified in the Code of Practice published jointly by the Department for Health and the Department for Education. Additional duties for promoting the wellbeing of adults are set out in the Care Act 2014.

PARTNERSHIP AMBITION

Cambridgeshire's vision is that children and young people with SEND will have their needs and outcomes more effectively met at all stages of their journey through the system.

“We have high aspirations for all our children and young people and want to ensure they have the right support, that it is provided in the right place and at the right time so that they can thrive and be the best they can be.”

SEND Strategy 2019-2024

The CSEB is committed to ensuring children and young people with SEND:

- Lead happy, healthy and fulfilled lives, having choice and control over decisions about their health, education, employment, friendships and relationships.
- Achieve in line with, or better than, expectation in their early years, school, further education and training.
- Successfully participate in the community and access meaningful occupation, employment and life-long learning opportunities.

The commitments that underpin how we work together describe an agreed culture that is crucial to the success of the delivery of our SEND Strategy. These commitments form a pledge to our way of working and are based on seven important outcomes



2. OBJECTIVES

Promoting the partnership ambition, the CSEB has strategic oversight of:

- effectiveness of arrangements that enable children and young people with special educational needs and/or disabilities and their families to be heard and to influence services that affect their lives. It will also consider the barriers to these arrangements.
- effectiveness of the SEND sufficiency planning in informing the local offer for children and young people with special educational needs and/or disabilities
- production of a local area strategy and action plan for further improving outcomes for children and young people with special educational needs and/or disabilities
- effectiveness of how special educational needs and/or disabilities are identified, assessed and met – including the effectiveness of multi-agency decision making and safeguarding
- effectiveness of the SEND Information Hub in improving outcomes, including commissioning arrangements and the contribution of the voluntary sector
- effectiveness of arrangements for workforce development
- robust financial and performance monitoring (including monitoring of the Safety Valve agreement conditions)

- compliance with statutory reporting requirements for SEND
- publication of an annual report evaluating the effectiveness of local area arrangements for SEND

3. SCOPE / JURISDICTION

The CSEB is an overarching group that has overview of standards and quality with regard to special educational needs and disabilities within Cambridgeshire. It has no independent decision-making powers. The Joint Child Health Commissioning Board has direct oversight of all commissioning intentions and priorities for children and young people in Cambridgeshire – any SEND strategies / plans shaped, influenced and monitored by the CSEB will require approval through the CYP Committee and/or ICS Children and Maternity Partnership (Accountable Business Unit), as well as wider Council and partnership approval processes.

4. MEMBERSHIP

- Michael Hudson, Executive Director: Finance and Resources / Section 151 Officer, Cambridgeshire County Council - Chair
- Cllr Bryony Goodliffe, Chair of CYP Committee, Cambridgeshire County Council
- Martin Purbrick, Executive Director: Children, Education and Families (DCS), Cambridgeshire County Council
- Patrick Warren-Higgs, Executive Director for Adults, Health and Commissioning, Cambridgeshire County Council
- Jonathan Lewis, Service Director Education, Cambridgeshire County Council
- Will Patten, Service Director Commissioning, Cambridgeshire County Council
- Matthew Winn, Chief Executive - Cambridgeshire Community Services NHS Trust
- Fran Cox, Assistant Director Education Planning and Inclusion, Cambridgeshire County Council
- Jo Hedley, Head of SEND 0-25, Cambridgeshire County Council
- Head of Childrens Commissioning, Cambridgeshire County Council
- Anna Wahlandt, Strategic Lead for Alternative Provision, Cambridgeshire County Council
- Helen Gregg, Head of Education Operations, Cambridgeshire County Council
- School Representatives – primary and secondary:
 - Chair of Cambridgeshire Primary Heads Association or rep (CPH)
 - Chair of Cambridgeshire Secondary Heads Association or rep (CSH)

- Chair of Cambridgeshire Special heads forum or rep
- Carol Anderson, Chief Nursing Officer, Cambridgeshire & Peterborough Integrated Care System
- Karlene Allen, Deputy Director of Maternity and Childrens Commissioning / Deputy Chief Nurse, Cambridgeshire & Peterborough Integrated Care System
- Siobhan Weaver, Designated Medical Officer, Cambridgeshire & Peterborough Integrated Care System
- Jyoti Atri, Director of Public Health, Cambridgeshire County Council
- Healthwatch Representative
- Sarah Conboy, Chief Executive, Pinpoint (local parent carer forum)
- Amanda Barrett, Associate Director of Nursing and Quality, CYPF Directorate, CPFT
- Andrew Mailer, Business Intelligence Manager, Cambridgeshire County Council
- Martin Wade, Childrens Accountant, Cambridgeshire County Council
- Governor (Special School) Representative

Substitutions are at the discretion of the Chair and by agreement prior to each meeting.

Corresponding Members:
 Early years services
 Further Education colleagues

5. CHAIR

The role of the chair is to ensure that the business of meetings is conducted efficiently and effectively, and that decisions are made and noted as required. Taking account of the views of Executive Members, the Chair may make recommendations to stakeholders. These recommendations are independent of the constituent members.

6. SECRETARIAT

This role is provided by the Local Authority. Materials are circulated at least one week in advance of meetings and will be treated as confidential. Minutes are circulated within one month of meetings. All communication outside of meetings is conducted by email.

7. FREQUENCY

The CSEB will ordinarily meet three times a year.

8. DELIVERABLES

The specific outputs required of the Executive include:

- minutes of meetings
- communications to stakeholders on key issues, concerns and recommendations
- a published local area strategy / plan for SEND
- an annual report on the effectiveness of local area arrangements for SEND

9. ACCOUNTABILITY, GOVERNANCE AND ESCALATION

The CSEB is a partnership governance arrangement convened by the Local Authority and Integrated Care System. Individual members are responsible for the accountability and governance arrangements of their own organisations. The membership of the Executive provides a direct line of communication to the Joint Health & Wellbeing Board.

CSEB members can identify and suggest agenda items for future focus/discussion and action.

Agenda items can be added to the Annual Planning Framework.

10. CONFIDENTIALITY

All documentation including reports and minutes relating to the CSEB are strictly confidential unless marked public.

11. RESOURCES AND BUDGET

The CSEB does not hold a budget. Venue costs for meetings are met by the hosting organisation. Staffing costs for attending Strategic SEND Executive meetings are met by each organisation.

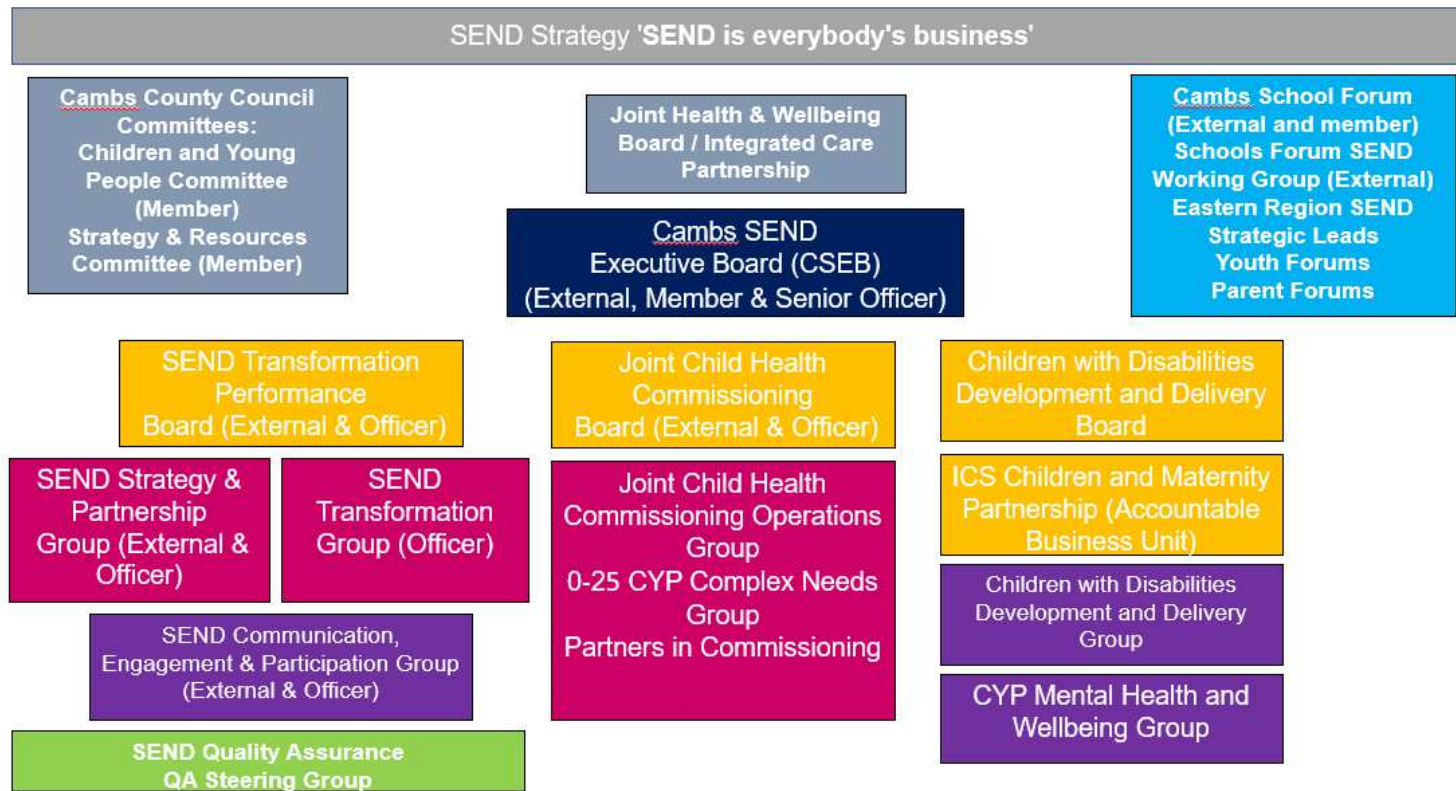
12. REVIEW DATE

The CSEB Terms of Reference will be reviewed annually.

Approved:

Review Date:

Appendix A. SEND Governance, Partnership and Decision-Making Arrangements



Appendix B.

Cambs SEND Executive Board Annual Work Plan

Strategic SEND Executive Meeting Dates	Terms of Reference Objectives	Mechanism for scrutiny e.g. reports	Lead
<u>Each meeting.</u>	Effectiveness of arrangements for workforce development.	To be planned for in local area strategy and themed reports as required	LA SEND Lead ICB Lead
	Performance monitoring.	SEND 0-25 Dataset reports, Safety Valve Monitoring Reports and Quality Assurance Reports. Themed reports – areas of scrutiny / challenge.	Performance Leads. Service Leads.
	Effectiveness of how special educational needs and / or disabilities are identified, assessed and met – including the effectiveness of multi-agency decision making.	Report on the findings of case audit, child and family feedback and locally agreed practice standards. EHCP Quality Assurance Report. Decision making forum reports (scheduled throughout year). Themed reports on areas of challenge / scrutiny.	Head of Service / Service Leads.
	Effectiveness of arrangements that enable children and young people with special educational needs and / or disabilities and their families to be heard and to influence services that affect their lives.	Update reports from stakeholder groups	Parent Carer Forum, Childrens Advocacy Provider
	Effectiveness of the SEND Sufficiency statement in informing the local offer for children and young people with special educational needs and / or disabilities.	SEND Sufficiency Statement to inform strategy / developments refresh beyond 2023. Reports on: SEND Transformation, Early Years 0-5, Education Outcomes, Sendiass Position Statement. SEND Capital Projects, High Needs Funding Update, Preparing for Adulthood, EHCP Quality Assurance Report	Commissioning Service Lead. Service Leads.

March 2021.	Production of a local area strategy for further improving outcomes for children and young people with special educational needs and / or disabilities.	Approval of local area SEND strategy to be consulted upon / submitted to Strategic Send Executive by 2024 Themed reports identified by the Strategic SEND Executive.	LA and ICS Send Leads. Parent and Carer Forum.
June 2020.	Effectiveness of the SEND Information Hub in improving outcomes, including commissioning arrangements and the contribution of the voluntary sector.	SEND Information Hub review report. SEND Dataset Report – areas of focus.	HoS / Service Leads.