

### Medway SEND Partnership (MSENP) Board: Terms of Reference DRAFT April 2020

#### **Background**

We have the highest expectations for Children and Young People with SEND in Medway. A joint area SEND revisit between 9 and 11 December 2019, found that the area had made sufficient progress in addressing five of the eight significant weaknesses identified at the initial inspection in 2017.

The remaining three areas are:

- Lack of joint strategic leadership across the area between the council, the CCG and education providers
- Lack of a clearly communicated strategy understood and shared by leaders across the area
- The quality of EHC plans was not acceptable

The Board's work will drive forward both achieving satisfactory improvement in these areas as well as achieving the priorities set out in Medway Strategy for Children and Young People with Special Educational Needs and/or Disabilities 2019-2022.

#### **Why a SEND Partnership Board?**

The delivery of both of the above is not the responsibility of a single agency. It requires a partnership approach with a commitment from all stakeholders working with children and young people and their families. These include health, education, social care, schools and settings and voluntary and community organisations and parents and carers.

#### **Purpose of the Group**

The MSENP Board has been established as a Cabinet Advisory Group to inform and champion the delivery of our SEND Strategy and our Accelerated Improvement Plan. The SEND Board will drive forward our ambition for all Medway children and young people with SEND to be happy, healthy and safe, achieve their full potential, be part of, and contribute to, their communities. And finally be resilient and as independent as possible and able to make choices about their future.

#### **Decision-Making Processes**

As a Cabinet Advisory Group, the Skills Partnership Board will not be a decision-making body.

It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as the Clinical Commissioning Group and education bodies. This will be mapped for each issue.

Decision-making processes relating to external funding should also be considered, and future funding sources will also need to be reflected should these have alternative reporting structures.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

## **Membership**

The Medway SEND Partnership Board will consist of representatives with a strategic interest in the outcomes of children and young people with SEND as follows:

- Cllr Josie Iles (Co-Chair), Lead Member for Children's Services
- Paula Wilkins, Chief Nurse (Co-Chair), Kent and Medway CCG
- Neil Davies, CEO, Medway Council
- Stuart Jeffery, Deputy Managing Director, Kent and Medway CCG
- Lee-Anne Farach, Director of People, Medway Council
- Chris Kiernan, Assistant Director for Education and SEND
- Wendy Vincent, Head of Integrated 0-25 Disability Services
- Rebecca Smith, Head of Service, Education
- Aeilish Geldenhuys, Head of Public Health Programmes
- Sue Gibbons, Designated Clinical Officer, Kent and Medway CCG

And key partners (Providers, Regional Schools Commissioner, Parents and Carers, Young People, Schools, Higher and Further Education) will also be in attendance.

## **Administration**

Reflecting the strategic importance of the Medway SEND Partnership Board and the external interests associated with the interest, the Board will be chaired by the Lead Member Children's Services. The Integrated Disability Service will be responsible for preparing and agreeing the agenda and papers, setting meeting dates and taking minutes. Agendas will be circulated at least one week prior to the MSEN Board meeting, following a template report format. The Medway SEND Partnership Board will meet quarterly.

## **Declaration of Interests**

Declarations of interest will be recorded in the minutes of the meeting. Medway Councillors and officers must act in accordance either with the Members' Code of Conduct or other provisions in the Council's Constitution as applicable. Members of the Board representing external organisations must declare any financial or other significant interests that they may have before discussion of items. Action should be

taken to resolve any conflicts of interest which should include not taking part or voting and withdrawing from the meeting in cases where a financial or other significant interest arises in relation to any business under consideration by the Board.