Oldham’s Special Educational Needs and Disability (SEND) Partnership Board

Agreed Terms of Reference

Approved: 4 / 4 / 2014
(Membership Updated 21/5/2014)

Version 1.i

1. Purpose and Remit

i. The principle function of Oldham’s SEND Partnership Board is to improve outcomes for children and young people, 0-25 years with disabilities, SEN or complex health needs and their families, through the effective commissioning of services in partnership with a range of agencies, ensuring resources are prioritised according to need and where they achieve the most impact.

ii. In order to achieve this the Board will oversee and provide strategic leadership and direction for the development of Oldham’s Strategy for Children and Young People Aged 0-25 with Special Educational Needs and Disabilities (SEND) 2014-17 (hereafter referred to as ‘Oldham’s SEND Strategy’ - currently in draft form) which will set out the vision of the Partnership in this arena and the objectives by which this will be delivered.

iii. The SEND Strategy will include:
   - A clear indication of needs and how these have been established
   - Clarity about what service changes are required to meet the needs identified
   - A description of how decisions have been made about priorities and allocation of resources
   - How service users and others have been consulted in the development of the plan
   - Clear indicators which will be used by the group to monitor and manage the effectiveness of the strategy
   - A SMART (specific, measurable, achievable, realistic, timed) action plan

iv. Development of a SEND Action Plan setting out how the above Strategy will be implemented.

v. Ensuring the Council will meet the emerging requirements in relation to the SEND reforms set out in the Draft Children & Families Bill 2013.

vi. Ensuring education, health and social care agencies work together with parents, carers and young people for the successful transformation of services.
2. Aims/Objectives
   i. To provide strategic leadership and direction in the development, implementation and monitoring of Oldham’s SEND Strategy and Action Plan, and take corrective actions, if required, to keep the Action Plan on course.
   ii. To commission working groups as required overseeing delivery of elements of the Strategy.
   iii. To ensure that all approaches in relation to SEND take into account and aligns where applicable with strategic priorities in existing strategies e.g.
       • Oldham Council's Repositioning Oldham Programme
       • Development of Oldham’s Learning Cooperative Partnership
       • Public Sector Reform (PSR)

3. Accountability
   i. Oldham’s SEND Strategy and associated Action Plan sets out a programme from 2014 to 2017 which identifies how disabled children's services will be transformed through that period with the nominated lead officer or agency accountable for the delivery of each element.
   ii. The SEND Partnership Board will be chaired by Steve Edwards - Interim Associate Assistant Director for Learning and Attainment
   iii. Progress will be reported to the Children Trust Board, and the Health and Well Being Board as required.
   iv. The Governance arrangements for any decision or recommendations will depend on the nature of the issue and the resources concerned.

Governance Structure for Oldham’s Special Educational Needs & Disability Strategy
4. Membership
Representatives from the following agencies/groups have been agreed:

i. Commissioning
   • Maggie Kufeldt - AED Adults and Commissioning Services

ii. Education
   • Steve Edwards – Interim Associate Assistant Director for Learning and Attainment
   • Gill Hoar - Head of School Place Planning and Access

Early Years Representatives
   • TBC

School Representatives:
   • Rebeckah Hollingsworth - Spring Brook School
   • Andy Feeley - Lyndhurst Primary School (Chair of Primary Heads SEN Hub)
   • Jason Malone - Royton & Crompton School
   • Kate Diveney - Newman College
   • Special Schools - TBC

Further Education Sector
   • Kawa Fathulla - Oldham College
   • TBC - Oldham Sixth Form College

iii. Social Care
   • Gary McBrien – Head of Service – All Age Disability Service

iv. Health
   • Stuart Richardson - Acting Directorate Manager for Learning Disabilities - Pennine Care NHS Foundation Trust
   • Gill Barnard - Commissioning Business Partner, NHS Oldham Clinical Commissioning Group
   • CAMHS - TBC

v. Service User Representation
   • Andrew Robinson – Chair of POINT (Oldham’s Parent/Carer/Forum & Parent Partnership)

vi. Voluntary & Community Sector Representation
   • Voluntary Sector – TBC
5. **Role of Individual Members of the Board**
   - Act as a ‘champion’, representing the disability, SEN and complex health needs agenda and joint commissioning priorities within their parent organisation or representative forum
   - Ensure communication to their own organisations/groups and that relevant issues from their organisations/groups are fed back to the name of group
   - Ensure communication across partners/stakeholders and work in cooperation with each other to ensure the name of group fulfils its purpose and stated objectives
   - Undertake work on tasks assigned by the name of group
   - Take a full and active part in the work of the name of group
   - Drive forward the SEND strategy and implementation plan
   - Attend meetings of the working groups as agreed
   - Provide support in order to hold each other and partners to account for ensuring action to address performance and appropriate joint investment in resources

6. **Declaration of interests**

   There will be occasions when a group member has more than one legitimate interest that may conflict with matters coming to the group for discussion, consideration or decision. In order to protect themselves and the business of the group, members should declare any potential conflict of interest at the time it arises.

7. **Frequency of meetings**

   Due to the impending changes to SEND legislation meetings will be held every 4-6 weeks (to be reviewed September 2014).

8. **Review of Terms of Reference**

   These terms of reference will be reviewed in September 2014.