

## Appendix A



**Nottinghamshire  
County Council**



**Nottingham and  
Nottinghamshire**

### **NOTTINGHAMSHIRE SEND PARTNERSHIP IMPROVEMENT BOARD PROPOSED TERMS OF REFERENCE**

#### **1. AIM OF THE SEND PARTNERSHIP IMPROVEMENT BOARD**

The aim of the Special Educational Needs and Disabilities (SEND) Partnership Improvement Board (the Board) is to provide both support and challenge across the partnership, facilitating solution-focussed practice to resolve issues and barriers that impact on the timely delivery of the Nottinghamshire SEND Improvement Plan. The Board will ensure that the Improvement Plan achieves its aims with the required pace and ownership of partner members, whilst maintaining a relentless focus on the experiences and outcomes of children and young people with SEND in Nottinghamshire.

#### **2. RESPONSIBILITIES**

The Board will achieve its aim through:

- Overseeing the Nottinghamshire SEND Improvement Plan, including the priority action plan, ensuring it is sufficiently ambitious to maximise the opportunity to improve experiences and outcomes for children and young people with SEND in Nottinghamshire
- Considering and incorporating relevant learning from the SEND inspection programme conducted nationally by Ofsted/CQC
- Ensuring that all partners are clear in how they will contribute to the Improvement Plan, and securing support and commitment from all partners to delivering the plan
- Seeking assurance that children, young people, their families and key stakeholders are actively involved in shaping and delivering the Improvement Plan
- Monitoring progress against the Improvement Plan and providing support and challenge where objectives are slow to progress or where challenges emerge around effective delivery
- Facilitating a solution-based practice approach to resolving issues or barriers that are impacting on effective delivery
- Monitoring the impact of the Improvement Plan on the experiences and outcomes of children and young people with SEND in Nottinghamshire

#### **3. WAYS OF WORKING**

The culture within which the Board will operate will be one of high support and high challenge, promoting shared ownership and collective responsibility of the improvements required, whilst recognising organisational accountabilities.

#### 4. GOVERNANCE

The Board will receive “spotlight” reporting on a monthly basis from the joint chairs of the Nottinghamshire SEND Executive Leadership Group, providing assurance to the members of the Board and to give opportunity to raise any emerging concerns. The overall governance structure can be found in **Appendix B**.

#### 5. MEMBERSHIP AND RESPONSIBILITIES

**Chair:** The Board will have an Independent Chair, in order to provide independent scrutiny of the Partnership’s performance, progress and implementation of the actions needed to improve the services and provision of care.

In the event of the chair being unable to attend, a nominated deputy will chair the meeting.

#### Members:

Name	Role/Organisation	Organisation
Dame Christine Lenehan	Independent Chair	Council for Disabled Children
Rosa Waddingham	Director of Nursing and Joint Chair of the Nottinghamshire SEND Executive Leadership Group	NHS Nottingham and Nottinghamshire Integrated Care Board
Lucy Dadge	Director of Integration	NHS Nottingham and Nottinghamshire Integrated Care Board
Colin Pettigrew	Corporate Director, Children and Families and Joint Chair of the Nottinghamshire SEND Executive Leadership Group	Nottinghamshire County Council
Melanie Williams	Corporate Director, Adult Social Care and Health, and Member of Integrated Care Partnership Board	Nottinghamshire County Council
Councillor Tracey Taylor	Cabinet Member, Children and Families	Nottinghamshire County Council
Georgina Palmer	Chair of Nottinghamshire Parent/Carer Forum	Nottinghamshire Parent/Carer Forum
Ian Dixon	SEND Lead, Vulnerable Children’s Unit – East Midlands Region Group	Department for Education
Kevin Rowland	SEN and Disability Professional Adviser	Department for Education
Nick Harrison	Senior Programme Manager	NHS England
Tina Ward	NHS England Adviser	NHS England

<b>TBC</b>	Proposed – Multi-Academy Trust CEO with relevant SEND experience	
<b>TBC</b>	Proposed - Special School Headteacher Representative – maintained school	
<b>TBC</b>	Executive Lead for SEND	Health Provider/s

Members may nominate suitably informed deputies to have decision-making authority if they are unable to attend the meeting.

## 6. QUORACY

To be fully quorate:

- At least 50% of members must be present
- There must be representatives from the NHS Nottingham and Nottinghamshire Integrated Care Board and Nottinghamshire County Council

In the event of quorum not being achieved, decisions deemed by the chair to be ‘urgent’ can be taken outside of the meeting via email communication, and with the agreement of a quorate number of members.

## 7. PROCEDURAL ARRANGEMENTS

**Frequency:** The Board will meet monthly. Members should make all attempts to prioritise however on the occasions when members are unable to attend, a deputy should be nominated to ensure that the organisation is represented.

**Meeting management:** The Board will be supported by a Programme Manager and secretariat who will ensure that documentation is in place to support the Board to fulfil its role. This will include the development of agendas and minutes, as well as compiling meeting packs and monitoring actions. A business cycle will be agreed by the Board and reviewed annually or more frequently if required.

**Sharing of Information (including confidential materials):** Unless confidential, all papers should be considered as subject to the Freedom of Information Act (FOI). Information sharing agreements between members will be agreed as a principle of working together. Board members will give due regard to their responsibilities to comply with General Data Protection Regulation (GDPR) and Data Protection Act (DPA) legislation.

## 8. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed every 12 months. The next review will be due in June 2024.