



## SEND Transformation Board

### Terms of Reference

April 2022

#### Purpose of the SEND Transformation Board

The Special Educational Needs and Disabilities (SEND) Transformation Board is part of Wirral Local Area governance arrangements for Wirral's Written Statement of Action.

The board's role is to direct and hold to account Workstream Leads, supported by their respective subgroups, leading activity set out in the Written Statement of Action (WSOA) resulting from the Local Area SEND Inspection of September 2020. The board will also hold and track progress against the WSOA and ensure that the agreement between Wirral Local Area and the Department for Education (DfE) is upheld throughout the term of the board.

#### Who sits on the SEND Transformation Board?

The SEND Transformation Board consists of the strategic workstream leads, identified from across children and adult services in education, health and social care; the Chair and Deputy Chair; and representatives from the SEND Service and Parent Carer Wirral Partnership. It has administrative support and board meetings will be attended by the Chair's personal assistant.

The members of the SEND Transformation Board will be:

<b>Chair</b>	Simone White, Director, Children, Families & Education, Wirral Council
<b>Deputy Chair</b>	Elizabeth Hartley, Assistant Director, Early Help and Prevention, Wirral Council
<b>Place Director</b>	Simon Banks, Place Director (Wirral)
<b>PCPW Chair</b>	Cath Griffiths, Chair of the Parent Carer Partnership Wirral
<b>PCPW representative</b>	Louise Johnson, Parent Carer Partnership Wirral representative

#### Workstream Leads

<b>Workstream 1</b>	Jason Oxley, Assistant Director, Care and Health and Commissioning for People, Wirral Council
<b>Workstream 2</b>	Carly Brown, Assistant Director, Strategy and Partnerships, Wirral Council
<b>Workstream 3</b>	Elizabeth Hartley, Assistant Director, Early Help and Prevention, Wirral Council
<b>Workstream 4</b>	James Backhouse, Assistant Director, Education, Wirral Council
<b>Workstream 5</b>	Richard Crockford, Deputy Director, Patient Safety and Quality, Wirral CCG
<b>Workstream 6</b>	Mike Chantler, Assistant Director, Communication, Wirral CCG
<b>Head of SEND</b>	Katy Bird

The Department for Education Advisor and CQC Advisor will be invited to attend meetings as observers.

### **Frequency of Meetings and Duration of Board**

The board will meet bi-monthly for the duration of the WSOA, which is 18 months from the point of approval by the Dept for Education. That is from 28<sup>th</sup> March 2022 through to end of September 2023. There were several board meetings established immediately following publication of the Inspection outcomes letter by Ofsted and Care Quality Commission (CQC), which have been followed by a cycle of bi-monthly meetings from April 2022.

Board meetings will be held within term-time to support parents and carers in their attendance and to maximise attendance from officers.

The Chair and Deputy Chair may call other meetings, which may be ad hoc meetings or briefings, to deal with any critical issue or risks that arise between scheduled meetings.

### **Meeting Agendas and Papers**

The Chair will agree the agenda for each board meeting in consultation with Board members. The agenda and any associated papers will be circulated by email 5 working days in advance of the meeting. Minutes will be circulated no later than 10 working days after the meeting and will be published on Wirral Local Offer site no later than 14 working days after the board meeting.

### **Code of Conduct**

The Chair will set out housekeeping for each board meeting which are likely to be a hybrid of remote and onsite meetings for the duration of the Board's existence. It is expected that microphones for remote meetings via Microsoft Teams will be muted, for all but the speaker. Attendees must indicate they wish to speak via raising their hand. Those attending must log into the secure meeting invite via their own device. Information shared as part of the Board meeting cannot be shared on without consent of the Chair. There will be no acceptance of late reports, other than at the Chair's discretion. Board members must not invite others to join in the meeting, where they are not members of the Board and have not received an invitation to attend.

### **Roles and Responsibilities of Board Members**

The board will ensure that progress is made and remains on track for actions agreed in each workstream, against approved timescales for action. Workstream leads will report to the board using a consistent monitoring format, evidencing the work completed and progress made towards outcomes identified in the WSOA. Where there are signs that progress is behind stated timescales, or has stalled, the monitoring reports must set out the reasons why and the actions taken to address the delay and bring the workstream back to order.

All members of the SEND Transformation Board will be expected to attend each meeting. If members cannot attend, they will be expected to send apologies in advance of the meeting and may choose to send a designated deputy, who can act on their behalf with decision making powers.

There may be times when representatives of the Parent Carer Participation Wirral will seek wider views from its members. Where possible this will seek to prevent delay over progress but is integral to ensuring that the wider views and options of parents and carers is considered.

### **Confidentiality Statement**

Workstream leads will require of all those supporting Wirral's Written Statement of Action that they agree to a Confidentiality Agreement, protecting the sensitive and confidential nature of information shared at Board meetings and in related workstreams and subgroups.

### **Reporting Arrangements & Accountability**

The SEND Transformation Board reports to the following:

- Parent Carer Forum Wirral – PCPW
- SEND Voice Youth Group
- HealthWatch

In addition, there are close links between the SEND Strategic Board and the specific work of the SEND Transformation Board, set up specifically to oversee the Written Statement of Action.

The board will report to the following:

- Children, Young People and Education Committee
- Adult Social Care and Public Health Committee
- Health and Wellbeing Board
- Joint Health and Care Commissioning Executive Group
- Schools Forum
- Transition Committee

### **Review of Terms of Reference**

The Board will keep its Terms of Reference under regular review. There will be a formal review of Terms of Reference annually. The next review is due in **April 2023**.

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SEND TRANSFORMATION BOARD

Workstream 1

Data analysis and joint commissioning

Workstream 2

EHCP's and Annual Reviews

Workstream 3

Co-production, Relationships and Communication

Workstream 4

Inclusive Practice

Workstream 5

Local Provision and Strategic Oversight

Workstream 6

The Local Offer

Data analysis sub-group

Joint commissioning sub-group

EHCP and Annual review Sub-group

Inclusive Practices Sub-group

To be delivered by:  
Health Partners sub-group  
Tribunal Sub-group

Local Offer sub-group

SEND Strategic Board

SEND BAU

Tribunal sub-group

Transition sub-group

Health partners sub-group

Early identification sub-group

Parent Carer Forum Wirral

SEND Youth Voice Group

Healthwatch

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