



Appendix 2

TERMS OF REFERENCE

Cheshire East 0-25 SEND Partnership

SEND executive oversight panel

Purpose

The SEND executive oversight panel provides executive level leadership and oversight of the progress, outcomes and financial impact of the work carried out by the 0-25 SEND Partnership. The panel will provide support, challenge and scrutiny as appropriate to the SEND Partnership with regard to any risks or issues in achieving agreed improvements and delivery of the DSG High Needs management plan. The panel will ensure effective monitoring processes are in place to evaluate the impact of SEND strategic actions and high needs management mitigations. This scrutiny will ensure improvements are made at pace, and there is continual evaluation of the impact of improvements on children and young people's experiences and outcomes.

Key objectives of the panel

The specific objectives of the SEND executive oversight panel are to:

- Provide executive level guidance, scrutiny and direction to the 0-25 SEND Partnership, ensuring that the work of the partnership remains effective and results in improved experiences for children and young people with SEND and their families.
- Provide executive level guidance, scrutiny and direction to monitor progress of the Designated Schools Grant (DSG) Management Plan 2024/25 to 2030/31 and financial monitoring of the plan.
- Provide executive level oversight of all aspects of the work of the 0-25 SEND Partnership. This includes oversight of progress to complete SEND improvement and impact actions to agreed timescales and quality standards, and oversight of resulting outcomes and SEND performance (as demonstrated through agreed indicators/measures).
- Provide appropriate and sufficient challenge to each other and partners where progress or performance has, or is likely to, deviate from agreed improvement and SEND Strategy milestones and targets.
- Ensure that risks and issues are being escalated and managed as required and as effectively as possible.



- Agree appropriate actions to be taken for escalated SEND improvement risks and issues from the SEND Partnership Board and provide suitable support to overcome any obstructions to progress or performance as required.
- Ensure that appropriate resources are allocated and deployed, as required, to enable the timely delivery of agreed improvements in line with agreed improvement and SEND Strategy milestones and targets.
- Have a specific focus on overseeing and scrutinising the progress of the High Needs Management plan and the Safety Valve programme and ensure that any escalated areas of risk are discussed and managed appropriately via agreed actions.
- Provide overall responsibility and key decision-making in relation to the annual update of the High Needs Management Plan.

Membership

SEND executive oversight panel Chair:

Rob Polkingharn Chief Executive – Cheshire East Council

Name	Role	Organisation and Sector
Kerry Birtles	Director of Early Help and Children's Social Care	Cheshire East Council – Children and Families
Cllr Carol Bulman	Chair of the Children and Families Committee	Cheshire East Council – Elected Member
Helen Charlesworth-May	Executive Director of Adults, Health and Integration	Cheshire East Council – Adults, Health and Integration
Cllr Sam Corcoran	Leader of Council	Cheshire East Council – Elected Members
Michael Moore	Head of Communications and Media	Cheshire East Council – Communications
Adele Taylor	Director of Finance and Customer Service – Section 151 Officer	Cheshire East Council – Finance and Customer Service
Mark Wilkinson	Place Director – Cheshire East	NHS Cheshire and Merseyside
Josette Niyokindi	Associate Director of Quality and Safety Improvement	NHS Cheshire and Merseyside
Claire Williamson	Director of Strong Start, Family Help and Integration	Cheshire East Council – Children and Families
Deborah Woodcock	Executive Director of Children's Services	Cheshire East Council – Children and Families
Michael Beanland	Chair of Audit and Governance committee	Cheshire East Council – Elected Members
Ken Edwards	Vice Chair of Audit and Governance	Cheshire East Council – Elected Member

Other members, such as education and health providers, will be invited to meetings to present information when required.



Role of individual members

- To provide leadership oversight and scrutiny of the outcomes of the SEND Strategy with a focus on the experiences of, and outcomes for, our children and young people with SEND and their families.
- Act as a 'champion', representing the SEND and complex health needs agenda and joint commissioning priorities within their service area, parent organisation and/or any representative forums.
- Ensure appropriate resources are deployed in their own organisation/service areas to deliver the statutory requirements and the best outcomes.
- Ensure communication to their own organisations/service areas and that relevant issues from their organisations/service areas are raised and discussed as required.
- Ensure communication across partners/stakeholders, and work in cooperation with each other to ensure the panel fulfils its purpose and stated objectives.
- Attend meetings of the pane and undertake work on tasks assigned by the panel.
- Take a full and active part in the work of the panel.
- Make suggestions and add impetus to drive forward SEND improvements in line with the SEND Strategy and agreed improvements.
- Provide challenge and support in order to hold each other and partners to account for ensuring appropriate action is taken to address performance and that there is appropriate joint investment in resources.

Accountability

The 0-25 SEND Partnership and the SEND executive oversight panel, is ultimately accountable to the Cheshire East Health and Wellbeing Board and the Children and Families Committee. A SEND update will be provided to the Health and Wellbeing Board every six months for scrutiny, and progress reports will be shared with the Corporate Leadership Team and committee. The SEND executive oversight panel will be further supported by monthly finance workshops to review cost containment, delivery, confidence and plans in depth and will report monthly to the children and families committee. The activity of the SEND Partnership and the SEND executive oversight panel will also be reported into the Place Health and Care board.

Administration of meetings

Administrative support will be provided to the panel.

Quoracy

A meeting will take place and be considered quorate when:

- at least 50% of panel members are present, and



- both the local authority and integrated care board have at least one representative present (either virtually or in-person)

Notice of meetings

Meetings will be scheduled in advance with dates for meetings for a full academic year being circulated to members at once, where possible.

Agendas and associated meeting papers will be circulated to members seven days ahead of each meeting.

Frequency of meetings

The SEND executive oversight panel will meet on a quarterly basis.

Additional meetings will be arranged if required.

Review schedule

These terms of reference will be reviewed annually (or more frequently, if required).

Document last reviewed: November 2023

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