



Newcastle Local Area Partnership SEND and Inclusion Governance Arrangements Terms of Reference



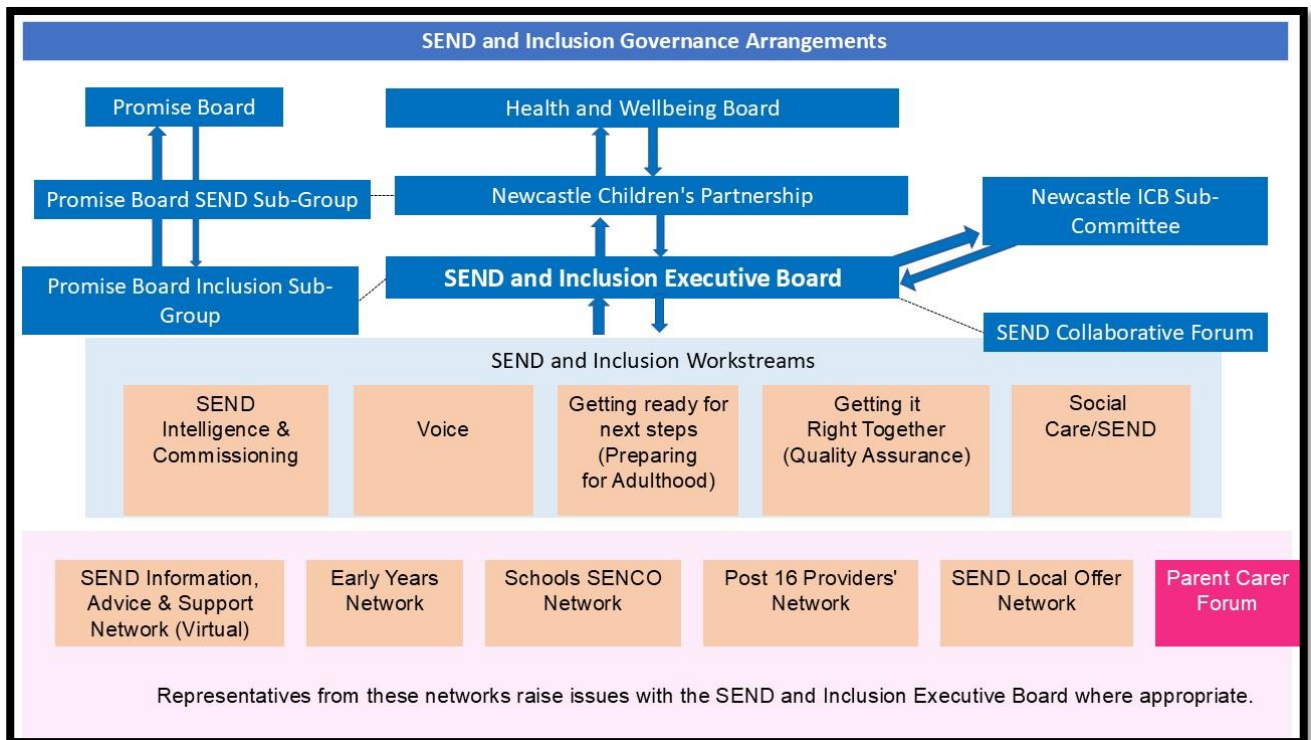
Updated October 2025

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An Overview of the Newcastle SEND and Inclusion Partnership

The chart below sets out the SEND and inclusion governance arrangements in Newcastle and the workstreams to implement our SEND Strategy:



The **Health and Wellbeing Board** has overall responsibility for the Health and Wellbeing Strategy and brings together the city’s health and social care commissioners, including the North East and North Cumbria Integrated Care Board, Newcastle City Council and NHS England, universities, as well as other agencies and organisations involved in health and social care. Its role is to develop joint priorities built from a robust evidence base for local commissioning to ensure delivery of the right outcomes. The aims of the Health and Wellbeing Strategy will be delivered through the Children and Young People’s partnership plan.

The Board works closely with **Collaborative Newcastle**, an innovative partnership which brings together local NHS partners, local government, higher education, and the voluntary and community sector to improve the health, wealth and wellbeing of everyone in the city. By combining our efforts, expertise, and resources and by working collaboratively and creatively, we aim to reduce inequalities, develop the health and social care workforce and significantly improve the lives of people who live and work in the city. Collaborative Newcastle commissioned the system wide review of therapy services.

The **SEND and Inclusion Executive Board** is our local area partnership which is jointly chaired by the Council and the ICB. Members include the parent/carer forum, and organisations across education, health and social care.

The **Newcastle Promise Board** is a citywide partnership lead by Headteachers to shape our approach to sector-led improvement. The promise for Newcastle Children and Young People:

‘A city where we all share responsibility for providing the best educational opportunities for all our children and young people.’

The **SEND Sub Group** sits underneath the Promise Board and all schools in the city are represented on the Board. It aims to champion a vision for education in Newcastle and support and

develop direct action by identifying key strategic priorities for improvement and developing practical ways to drive improvement for children with SEND. Further information can be found on the website: [Newcastle Promise Board - SEND sub group](#). The Chair of the SEND sub-group is also a Member of the SEND and Inclusion Executive Board and Promise Board.

The SEND Inclusion Group sits underneath the [Newcastle Promise Board - Inclusion subgroup](#). The inclusion group will champion a vision for inclusive education in Newcastle within the wider context of the Local Authority's strategic priorities by:

- Supporting and challenging each other so no school or child is left behind
- Promoting successes, innovation and evidenced practice to benefit all schools
- Promote the principles of inclusion within all Newcastle schools
- Work together with colleagues in health and social care to empower schools to build networks and work together to meet the needs of children and their communities
- Building capacity in the system for school improvement, embracing and generating opportunities for school-to-school support
- Promote sector-led collaboration between all schools in Newcastle for the benefit of the children and young people of the city.
- Champion a vision for inclusive education in Newcastle by promoting the use of Newcastle's Inclusion Quality Framework (IQF).
- Membership includes representatives from all school groups and representatives from education, health and social care.

The Chair of the SEND inclusion-group is also a Member of the SEND and Inclusion Executive Board and the Promise Board.

The SENCO Network: The School Effectiveness team work with schools to help them to get it right for children and young people with SEND. They provide SENCOs with support, advice and challenge them when needed. Our two lead SENCOs work in their own schools and also work with us to support other schools.

We keep SENCOs and schools up to date with what is happening in SEND in the local authority, the region and across the country and share good practice. One of the ways of doing this is by having SENCO network meetings every half term. The meetings are always very well attended.

When developing new initiatives, the SENCO network is always invited to work with us, examples include the descriptors of need and developing the new EHC plan template. SENCO representatives are also members of the EHC panel and the getting it right together workstream.

Impact: We have clear routes for considering information and escalating issues. These routes ensure effective information flows between decision makers, schools and settings, parents/carers across Newcastle.

We have taken a 'stepped approach' with schools to establish a clear communication flow and strong relationships that are built on build trust and confidence. The co-produced **universally available guidance** sets out clear expectations regarding the level of support that should be provided. This has led to schools accepting constructive challenge which is helping to promote consistent high-quality practice across the entire school estate.

Newcastle Local Area SEND and Inclusion Executive Board Terms of Reference

Vision and priorities

Our ambition for all children and young people with SEND is to receive the right support at the right time so that they go on to live rich and fulfilling lives. When we get this right our children and young people will tell us that they feel:

- Safe
- Happy and feel included
- Healthy and well cared for
- Ready for next steps
- Heard in decisions about their lives and the city.

The remit of the Board has been extended to include inclusion this means the Board will have oversight of all children and young people that are permanently excluded, suspended or at risk of permanent exclusion.

Our priorities are to:

- **Make sure children and young people get the right support at the right time.**
This means that children and young people will have an equitable approach to having their needs identified and met as early as possible. We are committed to creating inclusive and accessible environments that support our children and young people at every stage and that this approach is well understood by families and professionals.
- **Making sure we are getting it right together.**
This means strong partnership working where families are placed at the heart of everything we do and together we develop high quality, inclusive and accessible services.

Purpose of the Newcastle Local Area SEND and Inclusion Executive Board (the Board)

The Board will:

- be responsible for all Council and health partners' leadership and management matters affecting the implementation of the local area SEND strategy.
- take responsibility for holding partners to account for the work that they do in respect of SEND.
- strive to achieve improvement in outcomes for our children and young people with SEND.
- ensure delivery of the agreed actions on the Accelerated Progress Plan.
- oversight of all exclusions and suspensions of children and young people.

Key areas of work

To achieve this commitment as a local area, the Board will ensure that there is:

- a shared, co-produced strategic plan including all stakeholders and partners in its development.
- consistency in early identification and accessibility of specialist support and interventions at a stage which maximises the impact of work on individuals or on groups sharing common issues.
- high quality provision and sufficient capacity to meet the needs of children and young people so that they remain part of their local community as far as possible.
- provision which is agile and responsive so that it continuously and effectively meets the needs of children and young people with SEND.
- ensuring that we have a clear understanding of the needs of our children and young people with SEND and that we have appropriate provision in place to meet their needs.
- sufficient in-reach and out-reach capacity to support all learners with SEND.
- sustainable expertise in all schools and settings through wider workforce development

- complete clarity and transparency about services, protocols and processes as part of the local offer, including effective quality assurance systems to inform joint commissioning arrangements.
- a high level of confidence in the system.

Membership

Board Member	Deputy	Role / Organisation
Cath McEvoy-Carr (Joint Chair)	N/A	Director Children and Families, NCC
Kirsty Sprudd (Joint Chair) ¹	N/A	Deputy Director of Delivery, ICB
Lesley Storey	N/A	Cabinet Member, NCC
Richard Scott	Trina Holcroft	Director of Nursing, ICB
Paul Shadforth	Deanne Taylor	Assistant Director: Education, NCC
Deanne Taylor	Paul Shadforth	Head of SEN & Disabilities, NCC
Ian Dawson	Alyson Barrett	Head of Educational Develop & Inclusion, NCC
Marie Leddy	Jenny Hicken	Chair of Parent Carer Forum
Dawn Robson	Gail Ballance	Designated Clinical Officer, ICB
Jane Melvin	Ewan Dick	Director of Operations for Family Health Services, NUTH
Anna English	Rebecca Tait	Group Director Central Locality Care Group, CNTW
Jonathan Jamison	Gary Myerscough	Assistant Director - Adult Social Care and Integrated Services NCC
Adele Moore	James Holdsworth	Lead Assistant Director CSC & EH (NCC)
Rachel Gallagher	Alice Wiseman	Public Health Lead, NCC
Karen Parker	N/A	Representative from Specialist Schools
Gareth Smith	N/A	Representative from Mainstream Secondary Schools
Steve Gittins	N/A	Chair of SEND Sub-Group and primary schools' representative.
Rachel Gibson	Maxine Johnson	Representative of the post 16 sector, Newcastle College
Claire Taylor	Donna Storey	Representative of the Early Years Sector: Footsteps Children's Services
Sarah Kerrigan	Miriam McGregor	Design Commissioning & Procurement (NCC)
Gail Ballance	Mark Humble	Head of Children, Young People & Community, Newcastle Gateshead (ICB)
Vicki Whincup	Kelly Kane	SEND Voice Lead (NCC)

Decision making

The Board brings together senior decision makers from across the local area and with the seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice. Formal decisions are subject to agreement by the Newcastle Local Area SEND and Inclusion Executive Board, and each organisation's normal governance processes.

As a minimum, decisions will require representation from the ICB and Local Authority. If no agreement can be reached major issues of contention can be referred to the Children's Partnership.

If members are unable to attend, they should identify a deputy to represent them. The Board and workstreams require at least 50% of attendees to be present to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision,

¹ Local delivery team roles within the ICB are currently under review.

they will defer the matter to the Head of SEND, who will decide whether to escalate to the Local Area SEND and Inclusion Executive Board.

Meetings

- The Director, Children & Families, NCC and Associate Director Newcastle System, North East & North Cumbria Integrated Care Board (ICB), jointly Chair the SEND Executive Board.
- Support for the meeting will be provided by Newcastle City Council.
- Meetings will be held every two months for two hours at Newcastle Civic Centre or remotely via Microsoft Teams as appropriate.
- Board meetings will not be open to the public.
- All members of the Board are expected to attend meetings as a matter of priority. When attendance is not possible, an appropriate and informed deputy should attend instead.
- Other officers (such as Project Managers, workstream leads) and wider partnership and stakeholder members may be required to attend as determined by the Chair.
- All members of the Board, and other attendees to Board meetings, are expected to respect the privacy and confidentiality of the meetings and all associated papers.
- Papers for the meetings will be distributed one week in advance of each meeting.
- Following each meeting a SEND Executive Board a note of the meeting will be distributed to stakeholders and published on the Local Offer and Services to Schools.
- The Chair will approve any and all documentation that may be required for reporting purposes to other groups, or entry into the public domain.
- The above may be amended as appropriate or necessary by decision of the Chair.

Operational workstreams

Operational workstreams have been established to ensure the business of the Board can be effectively managed and its role and purpose achieved. There are four workstreams:

- SEND and Intelligence and Commissioning.
- Voice.
- Getting it right together: SEND Quality Assurance.
- Getting ready for next steps.
- Social Care /SEND.

Workstreams will:

- provide specialist advice, challenge and support to the Board
- provide regular reports to the Board
- act as the champion for community interests (providers, parents/carers, children and young people)
- be identified from existing groups (e.g., Parents/Carer Forum, Health Watch)
- vary according to the needs of the Board
- have terms of reference and membership in line with the Board's priorities.

Additional groups may be established which will be task focused and have a short timescale, dependant on the work to be achieved.

We have also established a SEND Collaborative Forum, a space where senior commissioners and from the Local Authority and ICB meet with providers and parents and carers on a regular basis.

The terms of reference for these workstreams and the SEND Collaborative Forum are attached to this document.

Review

The Terms of Reference are effective from October 2025 and will be reviewed in October 2026 or until terminated by agreement between the parties.

Workstream 1: SEND Joint Intelligence and Commissioning

Purpose of workstream

The purpose of the Newcastle SEND Joint Intelligence and Commissioning workstream will be to:

- align joint planning, delivery and performance management of commissioning for SEND services in Newcastle, ensuring close cooperation between education, health services and social care
- ensure that commissioning decisions are joint decisions that meet the needs of children, young people and their families, both now and in the future, and that decisions are based on a joint understanding of need through integrated strategic needs assessments
- deliver and monitor progress of the SEND joint commissioning strategy for Newcastle
- develop market development strategies in relation to commissioning priorities, policy and practice

The workstream will provide a platform for health, education and social care partners to develop joined up **strategic and organisational responses for children and young people with SEND** and effectively share data to develop a better local understanding of the issues faced and inform joint commissioning decisions.

Meetings

- The workstream will meet on a quarterly basis.
- All members of the workstream are expected to attend meetings, and when attendance is not possible, an appropriate and informed deputy should attend instead.
- All members of the workstream and other attendees to meetings are expected to respect the privacy and confidentiality of the meetings and all associated papers.
- Papers for the meetings will be distributed one week in advance of each meeting.

Accountability

The workstream will be accountable to, and report to the Newcastle Local Area SEND and Inclusion Executive Board.

Decision Making

The workstream is a collaboration which brings together partners from education, health and care to identify and deliver joint commissioning of services for children and young people with SEND.

The workstream is not a decision-making body and therefore whilst members will have seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice, it is understood that formal decisions are subject to agreement by the Newcastle Local Area SEND Executive Board, and each organisation's normal governance processes.

If unable to attend, Workstream members should identify a deputy to represent them. The Workstream requires at least 50% of attendees to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Head of SEND, as it may require escalation to the Local Area SEND and Inclusion Executive Board.

Wherever possible the workstream will reach decisions by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Local Area SEND and Inclusion Executive Board.

Confidentiality

Papers considered to contain confidential information (which might include, for example, personally identifiable or commercially sensitive information) will be clearly marked as 'confidential – for restricted circulation' in accordance with Newcastle City Council's Information Asset Clarification Policy.

Any breaches of confidentiality will be dealt with in accordance with the employing organisation's policies and procedures.

Dealing with sensitive matters and conflicts of interest

The workstream may at times have to consider confidential information on matters related to commissioning, procurement or performance. Members are individually required to declare known conflict of interests prior to commencement of meetings. The workstream will determine whether or not any declaration necessitates exclusion from discussion on specific issues.

Information management and access to information

Each member of the workstream has responsibility for processing all requests for information (i.e., Freedom of Information Act 2000 and Data Protection Act 1998) directed at their organisation regarding their specific role and the information they hold. Information held on behalf of the workstream for the purpose of the conduct of workstream's business will be by Newcastle City Council but requests for this information can be processed by any workstream member. If a member of the workstream is unable to process a request as they do not hold the information but know that a partner on the workstream does, then this request should be forwarded to Newcastle City Council to coordinate. Please note that information provided to the workstream by other partners will also be covered by the Freedom of Information Act, whether or not that partner is a public authority for the purposes of the Act.

For the purpose of the Data Protection Act 1998 the notification of Newcastle City Council, is sufficient to cover the activities and information held by the workstream. It is therefore imperative that all personal information is processed according to the principles of the Data Protection Act 1998.

Restricted papers will only be made available to workstream members. However, these papers are subject to the Freedom of Information Act 2000 and may be disclosed in response to an information request, subject to the application of exemptions.

Review

The Terms of Reference are effective from October 2025 and will be reviewed in October 2026 or until terminated by agreement between the parties.

Membership

The workstream will be co-chaired by officers responsible for commissioning from Newcastle City Council and ICB. Opportunity to re-elect the chair(s) will be offered on an annual basis.

Members	Role / Organisation
Gail Ballance, Chair	Head of Children, Young People & Community, ICB
Barbara Stanton	Commissioning Manager, ICB
Dawn Robson	Designated Clinical Officer SEND, ICB
Vicki Whincup	SEND Voice Lead, NCC/ICB
Sarah Kerrigan	Service Manager, Design Commissioning & Procurement, NCC
Linzi McMeekin	Program Lead, Commissioning and Procurement, NCC
Miriam McGregor	Commissioning Lead Specialist, NCC
Sarah Ledger	Performance Analyst, NCC
Deanne Taylor	Head of SEND, NCC
Kelly Kane	Designated Social Care Officer, NCC
Rawiyah Ahmad	Senior Public Health Practitioner, NCC
Kay Harrison	Preparation for Adulthood Lead, NCC
Louise Melling	Preparation for Adulthood Lead, NCC
Marie Leddy	Representative from Parent Carer Forum

The Group may request other advisors to attend on an ad-hoc basis.

Workstream 2: SEND Voice

Purpose of workstream

- To make sure that all SEND services build in a 'getting it right together' approach.
- To make sure that there is clear and transparent communication back to children and young people (CYP) and Parent/Carers (P/Cs).
- To champion simple and inclusive ways of communicating.
- To make sure that there are a lot of different ways for CYP and P/Cs to influence decisions made about the services they use.
- To challenge for change and support services to work differently and share good practice.
- To act as a connector to and from decision makers, C&YP and P/Cs
- To ensure the Local Offer is fit for purpose and delivers what our families need.

Key areas of work

The workstream will:

- provide specialist advice, challenge and support to the Board
- provide regular reports to the Board
- act as the champion for parents/carers, children and young people and wider communities of support
- support the voice of the Parent carer Forum
- support the voice of CYP by establishing a SEND CYP network
- raise the profile of the views of CYP and P/Cs- we will do this by delivering an annual calendar of events and other targeted work (designed and delivered together) (see next bullet points)
- Young People's surveys
- Children's Workshops
- 16- 25s Workshops and surveys
- Early years workshops
- Parent/ Carer surveys, events and workshops
- Development of the Local Offer
- EHC Plans- Outcomes Framework
- Commissioned work i.e., Speech and Language Therapy (SALT), Occupational Therapy (OT), etc.
- Short Breaks service
- SEND and Accessibility Strategy

Accountability

The workstream will be accountable to, and report to the Newcastle Local Area SEND Executive Board.

Decision Making

The workstream is a collaboration which brings together partners from education, health and care systems to identify and deliver joint commissioning of services for children and young people with SEND. There are also representatives from key commissioned services who deliver Voice and support activities in order to make sure there is a joined-up approach to work delivered in this area. The workstream is not a decision-making body and therefore whilst members will have seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice, it is understood that formal decisions are subject to agreement by the Newcastle Local Area SEND Executive Board, and each organisation's normal governance processes.

If unable to attend, Workstream members should identify a deputy to represent them. The Workstream requires at least 50% of attendees to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Head of SEND, as it may require escalation to the Local Area SEND Executive Board.

Wherever possible the workstream will reach decisions by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Local Area SEND Executive Board.

Membership

Members	Role / Organisation
Vicki Whincup (chair)	SEND Voice Lead, CCG/NCC
Anastasia Korzh (minutes)	SEND Service Improvement Assistant, NCC
Lucy Berry	SEND Youth Voice Trainee, YP Rep, NCC
Daniel Robson	SEND Youth Voice Trainee, YP Rep, NCC
TBC	VCS - Skills for People
TBC	VCS – Children North East
Jennifer Hicken	Vice Chair – Parent/Carer Forum
Elle McPherson	Parent/Carer Forum
Deanne Taylor	Head of SEND (to attend when required), NCC
Karen Harrison	Educational Psychology Service Manager, NCC
Sarah Francis	Information and Advice Support Officer, SENDIASS
Kay Harrison	PFA Lead, NCC
Angela Gemmell	Service Manager SEND Outreach Service, NCC
Sue Alexander/ Cathy Hogan	SEND Adviser, NCC
Clare Stuart	Resource Worker, Fostering, NCC
Dawn Robson	DCO, ICB
Vicky Hartley	Voice and Influence Team Lead, NCC/ICB

Workstream 3: Getting it right together: SEND Quality Assurance

Purpose of workstream

The Getting it Right Together: SEND Quality Assurance workstream will work in partnership with families, young people and partner agencies across education, health and social care to:

- make sure children and young people benefit from consistent high-quality Education, Health and Care Plans (EHCPs) that are person centred and easily understood by everyone
- improve the experiences of children and young people with SEND and their parents and carers
- improve outcomes for children and young people with SEND
- draw together learning from all the areas described in the framework, and to be responsible for sharing good practice, making improvements where needed and reviewing the impact of these changes.

Key areas of work

The workstream will work with families, young people and partner agencies across education, health and social care to:

- ensure a strategic and coordinated approach
- coordinate single agency and multi-agency audits of EHCPs and annual reviews
- co-produce a Learning Log which details learning, actions, timescales, impact and next steps and share learning, actions and impact with families and partner agencies
- set task and finish groups in response to identified actions and receive feedback from these groups
- provide the following regular reports to the Board:
 - Annual – Learning from EHCPs and annual reviews
 - 6 monthly – Learning from children, young people, parents and carers
 - 6 monthly – Learning from complaints and compliments
 - Every SEND Executive Board – Local Area Outcomes Framework

Accountability

The workstream will be accountable to, and report to the Newcastle Local Area SEND and Inclusion Executive Board.

Decision Making

The workstream is a collaboration which brings together partners from the education, health and care to identify and deliver joint commissioning of services for children and young people with SEND. The workstream is not a decision-making body and therefore whilst members will have seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice, it is understood that formal decisions are subject to agreement by the Newcastle Local Area SEND Executive Board, and each organisation's normal governance processes.

If unable to attend, Workstream members should identify a deputy to represent them. The Workstream requires at least 50% of attendees to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Head of SEND, as it may require escalation to the Local Area SEND Executive Board.

Wherever possible the workstream will reach decisions by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Local Area SEND Executive Board.

Membership

Members

Role / Organisation

Chair, Deanne Taylor

Head of SEND, NCC

Jane Bayley	SEND Support, Assessment and Review Service Manager, NCC
Vicki Whincup	SEND Voice Lead, NCC/ICB
Lucy Berry & Daniel Robson	SEND Youth Voice Trainees – YP Rep (NCC)
Marie Leddy	Parent/Carer Forum
Sarah Francis	Manager, Newcastle SEND Information, Advice and Support Service, NCC
Kelly Kane	SEND Designated Social Care Officer, DSCO
Dawn Robson	Designated Clinical Officer, ICB
Kay Harrison	PFA Lead, NCC
Sarah Ledger	Performance Analyst, NCC
Sue Alexander	SEND School Effectiveness SEND Adviser, NCC
Lianne Dixon	Early Years Advisory Teacher and Area SENCO, NCC
Angela Gemmell	Service Manager SEND Outreach Service, NCC
Steve Gittins	Chair, SEND Sub-Group, Tyneview Primary
Rachel Gibson	Post 16 representative, Newcastle College
Heather Dryden	Nurse Specialist Children with Additional Needs, NUTH
Karl Harms	Virtual School Headteacher , NCC
Suzanne Cowell	Deputy Head Teacher, Kingston Park School
Neil Christie	Early Help & Community Family Offer Service Manager, NCC
Claire Taylor	Chief Executive, Footsteps
Cathy Hogan	SEND Consultant, NCC
James Holdsworth	Service Manager, Specialist Services and Edge of Care, NCC
Maxine Johnson	SEND Manager, Newcastle College
Hazel Newstead	SEND Early Years Lead, NCC
Dawn Robson	Designated Clinical Officer, ICB
Barbara Stanton	Commissioning Manager, ICB

Workstream 4: Getting ready for next steps

Purpose of workstream

The 'Getting ready for next steps' workstream will work in partnership with families and young people to embed preparing for adulthood from the earliest years to ensure that young people with SEND can live as independently as possible as adults.

Children and young people will be supported to develop life skills to enable them to:

- secure suitable employment, higher education, and other work options
- live as independently as possible which includes having access to a range of housing options.
- travel independently.
- have good health and mental well-being.
- develop friendships, relationships and be part of the community.

Key areas of work

The workstream will work with families and young people to:

- ensure a strategic and coordinated approach to the Getting it right together agenda across Newcastle.
- co-produce an improvement plan.
- set task and finish groups and receive feedback from these groups.
- review and learn from case work.
- provide specialist advice, challenge and support to the Board.
- provide regular reports to the Board.
- act as the champion for community interests (providers, parents/carers, children and young people).

Accountability

The workstream will be accountable to, and report to the Newcastle Local Area SEND and Inclusion Executive Board.

Decision Making

The workstream is a collaboration which brings together partners from the education, health and care to identify and deliver joint commissioning of services for children and young people with SEND. The workstream is not a decision-making body and therefore whilst members will have seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice, it is understood that formal decisions are subject to agreement by the Newcastle Local Area SEND and Inclusion Executive Board, and each organisation's normal governance processes.

If unable to attend, Workstream members should identify a deputy to represent them. The Workstream requires at least 50% of attendees to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Head of SEND, as it may require escalation to the Local Area SEND and Inclusion Executive Board.

Wherever possible the workstream will reach decisions by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Local Area SEND and Inclusion Executive Board.

Membership

Members	Role / Organisation
Chair, Kay Harrison/Louise Melling	PFA Lead, NCC
Sarah Francis	Manager SENDIASS, NCC
Rachel Gibson	Newcastle College
Caley Banks	Service Manager, CSC, NCC
Gary Myerscough	Service Manager, ASC, NCC

Joanne Maher	Sir Charles Parsons School
Francesca Kennedy	Hadrian School
Samantha Riley	Adult Learning and Skills Manager, NCC
Angela Gemmell	Manager SENDOS, NCC
Lara Lillico	EP Service Manager, NCC
PCF	Parent/Carer representative
Vicki Whincup	SEND Voice Lead, NCC/ICB
Nicola Jones	SEND Transport Officer, NCC
Dawn Robson	Designated Clinical Officer, ICB
Sarah Ledger	Performance Analyst, NCC
Deanne Taylor	Head of SEND (to attend when required), NCC
Sue Alexander (as required)	SEND Adviser, NCC
Children and young people	<p>We will work with a wide range of young people across the city including young people from:</p> <ul style="list-style-type: none"> • City Learning and other study programmes • Children North East's FAB group • School councils • Voices for choices <p>Members of the PFA group are expected to discuss issues raised, with their groups of young people</p>

Workstream 5: Social Care/SEND Interface

Purpose of workstream	
<ul style="list-style-type: none"> • Strengthen the multi-agency relationships to produce joint working at a strategic level. • Troubleshoot issues as they arise, relating to the interface between SEND and Social care. • A single point of reporting and considering issues. 	
Key areas of work	
<ul style="list-style-type: none"> • Focus on young people 0-25 years with EHCPs/ SEN support, open to children's and adults social care and identify issues across the cohort. • Placement sufficiency. • Short breaks and enabling access. • Young people in care. • Young people leaving care. • Provide regular updates to the board. 	
Accountability	
The workstream will be accountable to, and report to the Newcastle Local Area SEND and Inclusion Executive Board.	
Decision Making	
<p>The workstream is a collaboration which brings together partners from education, health and care to identify and deliver joint commissioning of services for children and young people with SEND. The workstream is not a decision-making body and therefore whilst members will have seniority that enables them to speak with authority and commit 'in principle' on matters of commissioning, policy and practice, it is understood that formal decisions are subject to agreement by the Newcastle Local Area SEND and Inclusion Executive Board, and each organisation's normal governance processes.</p> <p>If unable to attend, Workstream members should identify a deputy to represent them. The Workstream requires at least 50% of attendees to be quorate. Wherever possible the workstreams will reach agreement by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Head of SEND, as it may require escalation to the Local Area SEND Executive Board.</p> <p>Wherever possible the workstream will reach decisions by consensus. If the workstream is unable to reach a decision, they will defer the matter to the Local Area SEND and Inclusion Executive Board.</p>	
Membership	
Members	Role / Organisation
Kelly Kane (Chair)	Designated Social Care Officer NCC
Jennifer Underwood (Minutes)	Service Improvement Assistant NCC
Marie Leddy	Parent/Carer forum (Chair)
Warren Petitjean	Service Manager, CES NCC
James Holdsworth	Service Manager, Specialist Services and Edge of Care, NCC
Susan Redmond	Team Manager, ASC NCC
Liz Spaven	Service Manager, Corporate Parenting NCC
Sarah Kerrigan	Design Commissioning & Procurement (NCC)
Karl Harms	Virtual School Head
Gary Myerscough	Service Manager, ASC NCC
Dawn Robson	Designated Clinical Officer, ICB
Neil Christie	Early Help & Community Family Offer Service Manager

Collaborative Newcastle: SEND Forum

Background

1. During the COVID-19 pandemic Senior Officers from the Local Authority and the ICB started to meet every week so they could respond quickly to issues as they emerged and manage the impact on children and young people with SEND and their families. The meeting grew to include team managers from Speech Therapy, Physiotherapy, Occupational Therapy and CYPS from CNTW and NUTH.

These meetings have been extremely useful in promoting genuine collaborative working between SEND providers and commissioners across education, health and social care.

2. It is proposed that we continue with these meetings as we return to the 'new normal' and expand to include specialist teachers and the parent/carer forum
3. These terms of reference have been produced to formalise the arrangements.

Objectives of the Newcastle Collaborative SEND Forum

4. A forum for all the partners in the SEND system in Newcastle which will:
 - Oversee the SEND programme, including continuous improvement
 - Identify what is working well, the areas that need to improve and work to eliminate any barriers to improvement.
 - Benefit children and young people with SEND by providing seamless provision by sharing and joining up work plans.
 - Ensure best use of the local area's resources by eliminating any potential duplication of work and ensuring clarity of roles and responsibilities.
 - Share good practices and research new ways of working to benefit children and young people with SEND.
 - Work together to resolve complex cases and agree joint plans.
 - Consider roles/responsibilities and how to meet/set outcomes.
 - Ensure that the voice of the child/young person and the parent/carer is central to all work.
 - Consider feedback from parents/carers and children and young people and report back how feedback has influenced change.

Meetings and membership

Core Group

5. The Core Group will meet every two weeks on Wednesday at 4pm. The meetings are scheduled for one hour, but the time will depend on the number of agenda items to be discussed. The meetings will be via Teams until further notice.
6. Core Group membership is:
 - Dawn Robson, Designated Clinical Officer, (ICB)
 - Deanne Taylor, Head of SEND, Newcastle Council (NCC)
 - Sarah Kerrigan, Design Commissioning & Procurement (NCC)
 - Jane Bayley Team Manager, SEND Support, Assessment and Review Team, NCC

- Kelly Kane, Designated Social Care Officer, NCC
- Ann Banks, SEND Service Improvement Lead, NCC

Service Leads Group

7. Service Leads or nominated deputies will be invited to attend a meeting with the Core Group when appropriate and depending on the issues that emerge. Themed meetings will also take place which will only require the appropriate Service Leads.
8. The Service Leads of nominated deputies are:

Speech and Language Therapy

- Anna Williams, Associate Director, Central Locality Community Services, CNTW
- Steve Morgan Community Clinical Manager, CNTW, Fiona Johnstone, SALT Lead CNTW
- Jane Giles, Head of SALT, NUTH
- Ruth Symes, Clinical Lead Paediatric, CNTW

Occupational Therapy

- Rachel Guyll, Team Leader Occupational Therapy, NUTH
- Steven Morgan, Community Clinical Manager, CNTW

Physiotherapy

- Kim Jarvis, Operational Lead Community Physiotherapy Team, CNTW
- Steve Morgan, Community Clinical Manager, CNTW
- Gemma James, Principal Physiotherapist for Community Children's Physiotherapy, NUTH

ASD CYPS

- Rebecca Coulter, Clinical Lead (ASD Pathway), CNTW, Newcastle and Gateshead Children and Young People's Service
- Sarah Newton, ASD and ADHD, CNTW

Children's Community Nursing Team

- Emma Willey, CCNT
- Sarah McKean, CCNT

SEND Outreach Service

- Angela Gemmell, Manger SEND Outreach Service,
- Hazel Newstead, SEND Early Years Lead

Education Psychology Service (EPS)

- Lara Lillico, EPS Service Manager

SEND Information Advice Support Services (SENDIASS)

- Sarah Francis, Manager SENDIASS

Newcastle Parent/Carer Forum

9. The Parent/Carer forum will be invited to attend the core group on a every month. They are also invited to raise agenda items with Head of SEND as appropriate.

SEND Voice Trainees

10. Will be invited to attend as appropriate to bring the voice of the SEND CYP network.

Key officers

11. Will be invited to attend as appropriate.

Accountability

12. Members of the forum will ensure that their representatives on the SEND Executive Board are appraised of the work of the Forum.
13. Members of the forum will collaborate as appropriate within workstreams of the SEND Executive and Inclusion Board as appropriate. The workstreams are:
 - SEND Intelligence and Commissioning workstream where commissioning issues are identified
 - SEND Voice workstream
 - SEND QA workstream 'Getting it Right together'.
 - SEND Getting ready for next steps workstream.

Management of meetings

14. The points below summarise the practical arrangements for the forum:
 - All partners are invited to raise items for the agenda
 - Agenda items to be sent to (anastasia.korzhanova@newcastle.gov.uk) by close of play on Monday of each week for distribution every Tuesday.
 - Log of agreed actions to be maintained and reviewed at each meeting.
 - Issues that cannot be resolved to be escalated to the SEND Executive Board as appropriate.

Appendix 2: Principles of SEND and Inclusion Executive Board Membership

Each Board Member commits to the following, on behalf of the agency that they represent:

- Reading of, and agreement to abide by the Terms of Reference recognizing, that the purpose of the SEND and Inclusion Executive Board is to facilitate positive, timely and sustainable change in service delivery so that children and young people can live happy, healthy and successful lives and their families be supported as defined within statute and the SEND Code of Practice.
- To read the contents of all the documents that are available to each SEND and Inclusion Executive Board with curiosity and scrutiny. And to prepare questions.
- To actively listen and participate in the discussions relating to each agenda item, providing support and challenge so that each agenda item is explored in a robust and insightful way with the purpose of contributing to sustainable positive change.
- To attend a minimum of 9 out of 12 Board meetings per year.
- To be a Board Member for a minimum of 12 months unless there are extenuating circumstances that makes this impossible.
- To actively follow up any actions that have been agreed within the Board meeting and in a timely manner.
- To use the seven Nolan principles of public life which include the following:
 - **Selflessness** – to act solely in terms of public interest. You should not be a Board Member in order to gain financial or other benefits for yourself, your family or your friends.
 - **Integrity** - you should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official SEND and Inclusion Executive Board duties.
 - **Objectivity** – in carrying out public business including making public appointments, award contracts, or recommending individuals for rewards and benefits, you should make choices on merit.
 - **Accountability** – as a Board Member you are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate.
 - **Openness** – you should be as open as possible about all the decisions and actions you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.
 - **Honesty** – you have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.
 - **Leadership** – you should promote and support these principles by leadership and example.
 - <https://www.england.nhs.uk/long-read/nhs-leadership-competency-framework-for-board-members/>