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Barking and Dagenham SEND Area Executive Group Terms of Reference

Status

1. The SEND Area Executive Group (SAEG) is established by the Barking and Dagenham Partnership as a Sub-Group of the Barking and Dagenham Best Chance for Children and Young People (BCCYP) Group.
2. These Terms of Reference set out the membership, remit, responsibilities, and reporting arrangements of the SAEG and may only be changed with the approval of the Chair.
3. The SEND Area Executive Group is a statutory body.

Authority

4. Members who represent partner organisations will have sufficient authority from their organisation to be able to seek information which the BCCYP Group requires; and to take relevant decisions or, at least, move programmes of work forwards by holding discussions in their own organisation and escalating matters of importance.
5. The SAEG is the forum where the ICS “duty to co-operate on SEND” with local authorities and partners will be discharged.

Purpose and Responsibilities

6. The Barking and Dagenham SEND Area Executive Group brings together partners who work together to deliver our shared vision, values, and priorities. The SAEG is an equal partnership of education providers, Barking and Dagenham Council, healthcare providers and commissioners. The primary objective of the SAEG is to oversee the design and implementation of the Boroughs’ SEND Strategy, and to deliver the ‘Inclusive’ workstream of the Barking and Dagenham *“Best Chance for Children and Young People Strategy.”* The SAEG will also provide the local governance for all regulatory preparations and improvements for the local area in regard to SEND.
7. The SAEG purpose is to:
 - Promote a culture of inclusion and partnership working through co-production.
 - Function as the strategic governance body for SEND with oversight of the SEND reforms, regulatory requirements and improvements against a shared strategy and set of outcomes
 - Ensure the shared vision and clear strategy for the improvement of SEND services in Barking and Dagenham is implemented.
 - Ensure that improvements and reforms are effective and have a positive impact on outcomes for children and young people with SEND.

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- Ensure that improvements deliver appropriate consistency in delivery of services, removing unwarranted variation, and ensure there is equality of access to provision.
- Ensure systems and processes support improvements in the delivery of and engagement with services across the partnership and for children and young people, parents, and carers.
- Provide oversight, check, and challenge with progress on delivery plans for SEND, ensuring that there is full scrutiny of the work that is being delivered.
- Ensure the lived experience of children and young people with SEND is improved, and that their needs are met through the effective delivery of Education, Health, and Care Plans (EHCPs) and through the SEND support they receive.
- To support delivery of key strategic priorities including family hubs, and health and social integration agendas.

8. The role of the SAEG is to:

- Ensure the SEND Strategy and the 'Inclusive' workstream of the BCCYP is implemented in an effective, transparent, and timely manner – and to mandate the SEND Area Delivery Group to discharge this duty on behalf of the Executive.
- Oversee the delivery of the wider work programme for SEND [as led by the SEND Area Delivery Group] and take on the role of 'check and challenge' for scrutiny of the actions.
- Ensure meaningful engagement with children, young people and their families is embedded in the culture of all SEND and associated services.
- Ensure engagement and co-production takes place with all stakeholders and partners. Engage with relevant departmental and statutory bodies.

Decision Making and Delegation

9. The Director of Children's Services along with the Chief Officer representing the Integrated Care System and North-East London CCG are jointly accountable to the Barking and Dagenham Borough Partnership (through the BCCYP Group and Executive Committee) and the Health and Wellbeing Board for the delivery of the SEND Strategy and 'Inclusive' workstream of the BCCYP.
10. The Director of Children's Services is responsible for reporting on progress to the SEAG and the Council's Cabinet. The Senior Responsible Officer for Health is responsible for reporting on progress to the SEND Area Executive Group and the BCCYP (and above) The SAEG is accountable to the Barking and Dagenham Borough Partnership and Health and Wellbeing Board for the delivery of SEND reforms and the SEND Strategy, providing leadership and strategic direction.
11. The SAEG will oversee the work of the SEND Area Delivery Group and will mandate and direct this group to deliver all aspects as detailed in the purpose and roles section to that group as it deems appropriate.

Membership

12. Members of the SAEG are required to be of sufficient seniority to be able to:
 - Speak for their organisation.
 - Commit their organisation on policy and practice matters.

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- Hold their organisation to account.
13. The SAEG Group membership is drawn from each of the agencies or organisations set out below:
 - Barking and Dagenham Council (LBBD)
 - Commissioning
 - Children's Social Care
 - Education
 - North-East London Clinical Commissioning Group (NEL CCG)
 - North-East London Foundation Trust (NELFT)
 - Barking and Dagenham Schools Forum
 - Voluntary Community /Parent Rep
 14. Only members have the right to attend, but the Chair may invite relevant staff to the meeting as necessary in accordance with the business of the Committee.
 15. All members need to have a person to deputise in their absence
 16. The SAEG Group will meet monthly and additional meetings may take place as required.
 17. The Chair may ask the group to convene further meetings to discuss issues on which they want advice.
 18. With the permission of the Chair, the members set out above, may nominate a deputy to attend a meeting that they are unable to attend. The decision of the Chair regarding authorisation of nominated deputies is final.

Operation

19. A minimum of seven clear working days' notice is required of the date and time of a meeting. Notice of all meetings will comprise venue, time, and date of the meeting, together with an agenda of items to be discussed. Supporting papers must be distributed at least five clear working days ahead of the meeting.
20. On occasion it may be necessary to arrange urgent meetings at shorter notice. In these circumstances the Chair will give as much notice as possible to members. Urgent papers shall be permitted in exceptional circumstances at the discretion of the Chair.
21. It is for the Chair to decide whether the Group will meet virtually by means of telephone, video, or other electronic means. Where a meeting is not held virtually, the Chair may nevertheless agree that individual members may attend virtually. Participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting. How a person has attended a meeting shall be specified in the meeting minutes.
22. Except with the permission of the Chair, no person admitted to a meeting will be permitted to record the proceedings in any manner whatsoever, other than in writing.
23. Where confidential information is presented, all those who are present will ensure that they treat that information appropriately considering any confidentiality requirements and information governance principles.

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24. The minutes of a meeting will be formally taken in the form of key points of debate, actions and decisions and a draft copy circulated to the members of the Committee together with the action log as soon after the meeting as practicable. The minutes will be submitted for agreement at the next meeting where the Chair will sign them.
25. Governance support to the Committee will be provided by the Head of Borough Partnerships and their team.

Accountability and Reporting

26. The SEAG is accountable to the B&D Partnership BCCYP Group and its' Executive Committee and will report to the group on how it discharges its responsibilities. It will also report to the Barking and Dagenham Health and Wellbeing Board.
27. The SAEG will submit copies of its minutes and a report to the BCCYP Group following each of its meetings.

Review

28. The SAEG will review its effectiveness at least annually and underpinned by a self-evaluation of the local partnership and its impact on outcomes which will be required to go through all relevant partner agencies local governance arrangements.
29. These terms of reference will be reviewed at least annually and more frequently if required. Any proposed amendments to the terms of reference will be submitted to the BCCYP Group for approval.