

Report of: Val Waite, Chief Officer, Learning Inclusion, Children and Families Directorate and Emily Carr, Associate Director of Pathway Integration, West Yorkshire Integrated Care Board (Leeds Place)

Report to: Leeds Health and Wellbeing Board

Date: 20 July 2023

Subject: Revised governance arrangements for local strategic plans to improve outcomes for children and young people with special educational needs and disabilities (SEND), ensuring alignment with a changing national agenda.

Are specific geographical areas affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of area(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number: Appendix number:		

Summary of main issues

- The [national SEND and Alternative Provision Improvement Plan](#) published in 2023 sets out national plans for improvement in response to the 2022 green paper [Right support, right place, right time](#). The Plan requires that all local areas have a multi-agency 'local inclusion partnership' which will co-produce and oversee local strategies to improve outcomes for children and young people with SEND aged 0-25. The Plan emphasises that 'families will be part of Local Inclusion Partnerships and help to develop local inclusion plans' (pp.97)
- A new Ofsted and CQC inspection framework for local area SEND services introduced in January 2023 will scrutinise these local partnership arrangements.
- Leeds already has an established multi-agency SEND Partnership Board which oversees our local [Everyone's included](#) SEND and inclusion strategy. However, its current ToR are out-dated and do not fully reflect new national policy. Attendance of key stakeholders at

Board meetings was also impacted significantly by the Covid-19 pandemic. As a result, key stakeholder groups are not currently fully represented on the Board.

- Officers in the Children and Families Directorate and the Integrated Care Board (ICB) have worked together to re-establish the Board, co-producing draft new ToR (available in Appendix 1) with input from stakeholders. They have also sought new members to represent key stakeholders, including learning providers and a newly re-established local SEND parent and carer forum.
- The draft new ToR include proposed new reporting arrangements for the Board, as the current ToR refer to the now-defunct Children's Trust Board. It is proposed that Board report regularly to the Health and Wellbeing Board, with the format and frequency of reports to be determined by its members and Chair.

Recommendations

- It is recommended that the Health and Wellbeing Board review the draft new ToR for the Leeds area SEND Partnership Board and consider proposed new reporting arrangements. It is proposed that the Board report regularly to the Health and Wellbeing Board.
- This will enable high-level oversight of significant developments, risks, and issues in the delivery of strategy to support children and young people with SEND. It will also support integration with wider strategies to support health and wellbeing in the city.
- Additional operational reporting to the ICB's Children and Young People's Population Board will also ensure join-up that reflects shared accountabilities for improving outcomes for children and young people with SEND. This will also ensure integration and/or alignment of the *Everyone's included* strategy and the *Future in Mind: Leeds* strategy for supporting children and young people's social, emotional and mental health.

1 Background

- 1.1 The summary of main issues above describes recent national policy changes and the publication in early 2023 of a new national SEND and Alternative Provision Plan. January 2023 also saw the introduction of a revised framework for Ofsted and CQC joint area inspections of services. These inspections assess the effectiveness of local area services across learning, health, and social care in improving outcomes for children and young people with SEND aged 0-25. Leeds was last inspected under the former inspection framework in December 2016.
- 1.2 In brief, the new inspection framework:
- places more emphasis on the voices of families during inspections
 - introduces new social care lead inspectors who will work alongside health and education lead inspectors, to ensure multi-agency scrutiny
 - emphasises accountability and introduces 3 new ratings as outcomes of area inspections; and
 - will include visits by inspectors to 6 local learning providers, 6 health settings, and 4 social care settings or teams. 'Process' visits will also be used by inspectors to observe processes in action, for example assessment and planning processes or resource allocation processes.
- 1.3 When inspectors notify imminent inspection, the partnership of local authority and health agencies is required to provide inspectors with information in a tight timescale (1 day). This must include details of the local strategy to improve experiences and outcomes for children and young people with SEND, and the local partnership group or board which co-plans and governs this strategy. It is expected that this group - for Leeds, our area SEND Partnership Board – will represent all stakeholders, including local families.

2 Main issues

- 2.1 As set out in the 'summary of main issues' and 'background' sections above, recent changes to national policy require that every area have a multi-agency partnership group which oversees local strategic plans to improve outcomes for children and young people aged 0-25 with SEND. This will be scrutinised by a new Ofsted and CQC inspection framework for local area SEND services across learning, health, and social care.
- 2.2 While Leeds currently has an active SEND Partnership Board, its current ToR do not fully reflect the recent changes in national policy. Attendance of members was also impacted by the Covid-19 pandemic, further compounded by several changes in personnel in that period. As result, key stakeholders are not fully represented in current meetings of the Board; nor do the current ToR accurately reflect local stakeholder groups which have changed in the past year.
- 2.3 To address this, officers from the Children and Families Directorate and the ICB have reached out to a wide audience of stakeholders currently not represented regularly at the Board, invited them to consider membership. This has included partners across mainstream, alternative, and specialist education, and a newly re-established SEND Parent and Carer Forum for Leeds (a forum funded by the DfE to facilitate the voice and influence of parents and carers in each local area).

- 2.4 Voice, Influence, and Change teams across the partnership have also committed to continue enabling dialogue between children and young people with SEND and the Board, including the voices of our Leeds SEND Youth Forum.
- 2.5 Officers have sought advice on chairing arrangements for the area SEND Partnership Board. To date, the Board has been chaired by Councillor Pryor, as lead member for education. This may not align with the multi-agency nature of local partnerships as described in new national policy. Advice was sought from both Councillor Pryor, and from Councillor Venner as lead member for health and social care.
- 2.6 It was affirmed that a new 'co-chairing' arrangement reflecting the multi-agency partnership would be beneficial. This will include the Senior Responsible Officer for SEND in the ICB or their nominated deputy, representing health agencies within the partnership; and a member or members of the Children and Families Directorate's leadership team, representing education and social care in the partnership. This multi-agency approach reflects the emphasis on joint governance arrangements across education, health, and social care, in the 2022 green paper *The SEND review: right support, right place, right time* and the national SEND and AP improvement plan 2023.

Co-chairs will invite the Leeds SEND Parent Forum to collaborate in planning the activity of the Board, in a format or medium that best suits their needs. The Forum will also be invited to act as a conduit for the representation of the voices of parents and carers at Board. Support to participate in the Board will be provided by officers supporting Voice, Influence and Change team across the Partnership.

- 2.7 The draft new ToR include proposed new reporting arrangements for the Leeds area SEND Partnership Board, as the current ToR refer to the now-defunct Children's Trust Board. It is proposed that Board report strategically to the Health and Wellbeing Board. It is proposed that reports be annual, with summary highlight reports also produced (*frequency of highlight reports TBD; these reports will also be provided to the ICB Children and Young People's Board as below*).
- 2.8 The Leeds Area SEND Partnership Board will also report operationally to the ICB Children and Young People's Population Board, ensuring join-up that reflects their shared accountabilities for improving learning, health, and wellbeing outcomes for children and young people with SEND. This will also ensure the integration and alignment of the *Everyone's included* strategy and the *Future in Mind: Leeds* strategy for supporting children and young people's social, emotional, and mental health. Detailed reporting will be on an annual or 6-monthly basis TBD with highlight reports produced (*frequency of highlight reports TBD by chair of Population Board*).
- 2.9 The Health and Wellbeing Board is asked to consider the proposed new ToR and arrangements for the Leeds area SEND Partnership Board, including proposed reporting arrangements.
- 2.10 **Consultation, engagement and working with people in Leeds:** partners and stakeholders with an interest in the area SEND Partnership Board but not currently well represented have been engaged via:
- Conversations with the local SEND Parent and Carer Forum
 - Presentations at local head teacher briefings and a local post-16 education network
 - Communications for learning partners of all kinds in the Leeds for Learning website and its e-updates

- Communications with specific groups of specialist and alternative education providers; and
- Communications with third sector partners.

- 2.11 **Equality and Diversity, Cohesion, and Integration:** the role of the area SEND Partnership Board in overseeing strategy to improve outcomes for children and young people with SEND is critical in supporting a group vulnerable to less positive outcomes. Early, high-quality support for these children and young people, including a robust offer of support to prepare for adulthood, has significant life-long implications. Adults with SEND are vastly over-represented amongst the unemployed and are vulnerable to less positive long-term health and well-being outcomes and financial security. Research suggests that this has not only a moral cost, but a significant cost for communities: [Reaching my potential: the value of SEND provision](#) A full impact assessment of the local SEND and Inclusion strategy for Leeds is underway and will consider the membership and business of the area SEND Partnership Board as the governing Board for the strategy. The Board in its new format will be invited to participate in this assessment, and to reflect on the representation of Leeds' diverse communities in its membership.
- 2.12 **Resources and value for money:** there are no immediate financial implications specific to revising arrangements for this Board. However, as noted in 2.10, robust arrangements to plan and govern strategy to support improved outcomes for children and young people has significant wider implications.
- 2.13 **Legal Implications, Access to Information and Call In:** there are no call-in requirements for these proposed changes. National policy on local SEND and inclusion partnership boards is set out in 1.1; however, while this is policy, it has not been enacted in statute at the current time.
- 2.14 **Risk Management:** facilitating a robust local SEND Partnership Board which fully represents all stakeholder interests, will ensure continued adherence with national policy, and avoid any potential related risk. It will also maximise the benefits of learning from lived experiences and professional expertise of practitioners and leaders across SEND services.

3 Recommendations

- It is recommended that the Health and Wellbeing Board review the draft new ToR for the Leeds area SEND Partnership Board and consider proposed new reporting arrangements. It is proposed that the Board report regularly to the Health and Wellbeing Board.
- This will enable high-level oversight of significant developments, risks, and issues in the delivery of strategy to support children and young people with SEND. It will also support integration with wider strategies to support health and wellbeing in the city.
- Additional operational reporting to the ICB's Children and Young People's Population Board will also ensure join-up that reflects shared accountabilities for improving outcomes for children and young people with SEND. This will also ensure integration and/or alignment of the *Everyone's included* strategy and the *Future in Mind: Leeds* strategy for supporting children and young people's social, emotional and mental health.

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Implementing the Leeds Health and Wellbeing Strategy 2016-21

How does this help reduce health inequalities in Leeds?

Ensuring robust arrangements for our Leeds area SEND Partnership Board and its oversight of strategy to improve outcomes for children and young people with SEND is critical in supporting a group vulnerable to less positive health outcomes. Early, high-quality support for these children and young people has significant life-long implications. Research suggests that this has not only a moral cost, but a significant cost for communities: [Reaching my potential: the value of SEND provision](#)

How does this help create a high-quality health and care system?

Ensuring robust arrangements for our Leeds area SEND Partnership Board and its oversight of strategy to improve outcomes for children and young people with SEND will ensure strategy is informed by a wide range of stakeholder expertise and lived experiences. Ensuring that the area SEND Partnership Board can escalate risks and issues to the Health and Wellbeing Board will support effective responses to significant local challenges.

How does this help to have a financially sustainable health and care system?

Ensuring participation and representation in our Leeds area SEND Partnership Board is critical in co-planning local strategy and service improvement informed by the voices and influence of key stakeholders, including the lived experiences of children and families. This will support the partnership to deliver the right offer of early support for children and young people with SEND, including support to prepare for adulthood. This will reduce health and wellbeing inequalities including those in employment and financial security for adults with SEND.

Future challenges or opportunities

Strengthening our governance arrangements for local strategies to improve outcomes for children and young people with SEND will provide opportunities to continuously review and improve local plans. It will support opportunities to improve current areas for development across the partnership. Ensuring a robust strategy for preparing for adulthood is a current key area of challenge for the partnership; repersnation of key stakeholders, including those in transitions, employment, and learning services, will provide an opportunity to enhance our offer of support to young people getting ready for adult life.

Priorities of the Leeds Health and Wellbeing Strategy 2016-21 (please tick all that apply to this report)	
A Child Friendly City and the best start in life	X
An Age Friendly City where people age well	
Strong, engaged and well-connected communities	
Housing and the environment enable all people of Leeds to be healthy	
A strong economy with quality, local jobs	
Get more people, more physically active, more often	
Maximise the benefits of information and technology	

A stronger focus on prevention	X
Support self-care, with more people managing their own conditions	
Promote mental and physical health equally	X
A valued, well trained and supported workforce	
The best care, in the right place, at the right time	X

Leeds Area SEND Partnership Board

Terms of Reference

Version: DRAFT v14 last updated at 09/07/23

1. Name

Full Name: Leeds Area Special Educational Needs and/or Disabilities Partnership Board

Abbreviation: Leeds Area SEND Partnership Board

2. Introduction & Context

The Leeds Area SEND Partnership Board brings together partners who work together to lead our progress towards our shared vision and values of an inclusive child-friendly Leeds. The Board governs strategic plans to improve the experiences and outcomes of children and young people aged 0 to 25 in Leeds with special educational needs and disabilities (SEND).

The Leeds Area SEND Partnership is an equal partnership of sector representatives across education providers, Leeds City Council Children and Families Services, health and social care providers, the Leeds Health and Care Partnership (NHS West Yorkshire Integrated Commissioning Board), representatives of the third sector, and representatives of the Leeds Parent Carer SEND Forum, and representatives of the voices of children and young people in Leeds with SEND, via the Leeds SEND Youth Forum.

The Board oversees and monitors: [Everyone's included: the Leeds SEND and Inclusion Strategy 2022 to 2027](#) and its impact and effectiveness in improving the experiences and outcomes of children and young people aged 0-25 with SEND and additional needs.

The Board enables partners to make decisions together to make the best use of resources, maximise collaborative working across all sectors as appropriate, and unblock any barriers for the work of the group. This will not impact on the statutory responsibilities of individual organisations, nor have responsibilities been delegated formally to another forum.

3. Purpose

The purpose of the Leeds Area SEND Partnership Board is to:

- Promote a culture and ethos of inclusion and partnership working across the city through co-production/co-design
- Act as the strategic governance body for oversight of SEND service improvements across Leeds
- Ensure that the shared vision, values, priorities, and key actions within the *Everyone's included: the Leeds SEND and Inclusion Strategy 2022-2027* are implemented
- Ensure that improvements and reforms align with wider local strategic developments and with national policy, legislation, and practice guidance
- Ensure that improvements and reforms are effective and have a positive impact on outcomes for children and young people with SEND

- Ensure that improvements deliver appropriate consistency in delivery of services, removing unwarranted variation, and ensure there is equality of access to provision
- Ensure that delivery of improvements and reform represents best value
- 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 improvements, ensuring that there is full scrutiny of the work that is being delivered and,
- Ensure the lived experience of children and young people with SEND and their families is improved, and that their needs are met and outcomes achieved through the effective delivery of high-quality, holistic identification and assessment, and high-quality, integrated plans, through a graduated approach in line with the SEND Code of Practice 2015.
- Ensure integration and alignment of *Everyone's included*: the Leeds SEND and Inclusion Strategy 2022-2027, and the [Future in Mind: Leeds strategy 2021-2026](#), which aims on improve children's and young people's social, emotional and mental health (SEMH). As SEMH needs are one of the four categories of SEND identified in the SEND Code of Practice 2015, it is important that the two strategies are integrated.

4. The role of the Leeds Area SEND Partnership Board:

The role of the Leeds Area SEND Partnership Board is to:

- Ensure *Everyone's included*: the Leeds SEND and Inclusion Strategy 2022 to 2027 is implemented in a timely manner following feedback from heads of service, stakeholders, and key members
- Check and challenge of agreed actions following presentations of data and updates from Board members
- Oversee the delivery of the wider work programme for SEND service improvements, and take on the role of 'check and challenge' for scrutiny of the actions
- Inclusion of stakeholders as part of the Leeds SEND Area Partnership Board to secure an ethos of co-design and meaningful engagement
- Ensure meaningful engagement and co-production with children, young people and their families is embedded in the culture of all SEND and associated services
- Monitor communication from relevant departmental and statutory bodies, to provide clear and focused opportunities for collaborative decision making

5. Decision Making and Delegation

Members of Leeds City Council's Children and Families Directorate senior leadership team representing learning and social care services, alongside the senior responsible officer representing the local ICB, are jointly accountable to the Leeds Health and Wellbeing Board for directing implementation of *Everyone's included*: the Leeds SEND and Inclusion Strategy 2022 to 2027.

Leeds City Council's Director of Children and Families Services is responsible for reporting significant risks and issues, or providing updates as required, to the Council's Cabinet and Scrutiny Board. The Chief Officer representing the ICB for Health is responsible for reporting on progress to the Children and Young People Population Board.

The Leeds Area SEND Partnership Board is accountable to the Health and Wellbeing Board for directing the delivery of *Everyone's included*: the Leeds SEND and Inclusion Strategy 2022 to 2027, providing leadership and strategic direction.

6. Governance Structure

The governance structure is set out in Appendix 1.

The Leeds Area SEND Partnership Board will report strategically to the Leeds Health and Wellbeing Board (pending final confirmation at meeting of Health and Wellbeing Board, July 2023). Reports will be annual with summary highlight reports produced (frequency of highlight reports TBD; these reports will also be provided to the ICB Children and Young People's Board as below).

The Leeds Area SEND Partnership Board will report operationally to the ICB Children and Young People's Population Board, ensuring join-up that reflects their shared accountabilities for improving learning, health, and wellbeing outcomes for children and young people with SEND. This will also ensure the integration and/or alignment of the *Everyone's included* strategy and the *Future in Mind: Leeds* strategy for supporting children and young people's social, emotional and mental health. Detailed reporting will be on an annual or 6-monthly basis TBD with highlight reports produced (frequency of highlight reports TBD by chair of Population Board)

7. Principles, Values and Behaviours

The Leeds Area SEND Partnership Board works to the agreed set of principles, values, and behaviours:

Principles

- We work in partnership across education, health and social care services and settings, the third sector / VCSE (Voluntary, Community and Social Enterprise organisations) and with parents and carers and children and young people aged 0-25
- We will be ambitious for the people we serve and the staff we employ
- We belong to its people and to commissioners and providers, Councils and NHS
- We will do the work once – duplication of systems, processes and work should be avoided as wasteful and potential source of conflict
- We will undertake shared analysis of problems and issues to inform taking of action
- We will apply subsidiarity principles in all that we do – with work taking place at the appropriate level and as near to local as possible
- We will build constructive relationships with communities, groups and organisations to tackle the wide range of issues which have an impact on people's health and wellbeing
- The voice of the child and family is at the heart of everything we do; and
- We identify need early and intervene early

Values and Behaviours

- We are leaders of our organisation, our place and of best inclusive practice
- We support each other and work collaboratively

- We will implement our shared priorities and decisions, holding each other mutually accountable for delivery
- We will work with children and young people and their families restoratively
- We will be open, honest, and trusted
- We will treat people fairly
- We will spend money wisely
- We will work as a team for Leeds
- We will work with all communities

8. Membership

The Leeds Area SEND Partnership Board is co-chaired by senior officers with accountability for decision-making across the LA and local health agencies. This will include the Senior Responsible Officer for SEND in the ICB or their nominated deputy, representing the interests of health agencies; and a member or members of the Children and Families Directorate’s leadership team, representing education and social care in the partnership. This multi-agency approach reflects the emphasis on joint governance arrangements across education, health, and social care, in the 2022 green paper *The SEND review: right support, right place, right time* and the national SEND and AP improvement plan 2023.

Co-chairs will invite the Leeds SEND Parent Forum to collaborate in planning the activity of the Board, in a format or medium that best suits their needs. The Forum will also be invited to act as a conduit for the representation of the voices of parents and carers at Board. Support to participate in the Board will be provided by officers supporting Voice, Influence and Change team across the Partnership.

Co-chairs will invite young people with SEND to participate in planning the activity of the Board, in a format or medium that best suits their needs. Support to participate in the Board will be provided by officers supporting Voice, Influence and Change team across the Partnership. Officers will ensure representation of the voices of young people and their wishes, needs, and aspirations are regularly shared with the Board and responses from the Board are in turn shared with young people.

Board members representing stakeholder groups (for example learning providers of different kinds, third sector groups) will provide a conduit for two-way dialogue between the Board and wider partners in the sector. Members are expected to share information from the Board with those they represent, and to bring a range of views from those they represent to the Board. Members representing each sector will be identified through a transparent process of dialogue with partners in the sector.

Partnership Category	Representative	Named Person
Senior responsible Accountable Officers (Co-chairs of the Board)	Chief Officer, Children and Families Directorate’s leadership team, Leeds City Council Associate Director of Pathway Integration, West Yorkshire Integrated Care Board (Leeds Place)	Farrah Khan Emily Carr

City Councillors		
Education providers	Early Years	To be confirmed: partners have been invited to register interest in membership
	Primary	To be confirmed: partners have been invited to register interest in membership
	Secondary	To be confirmed: partners have been invited to register interest in membership
	Alternative Provision	To be confirmed: partners have been invited to register interest in membership
	Specialist	To be confirmed: partners have been invited to register interest in membership
	Further Education	To be confirmed: partners have been invited to register interest in membership
	Higher education	To be confirmed: partners have been invited to register interest in membership
Parents and carers	(This will be supported as per note point 8)	CG to confirm representative's details
Third sector partners		Pending discussion with relevant partners with reach to the wider sector
Children and young people with SEND and additional needs	(This will be supported as per note point 8)	Kayleigh Thurlow
WY ICB Pathway Integration	Pathway Integration Leader Senior Pathway Integration Manager	Jayne Bathgate-Roche Charlotte Guest
LCC Inclusion Service	Chief Officer Learning Inclusion	Val Waite
	Principal Educational Psychologist and SEND Support Lead	Karen Jessup
	Vulnerable Learners Lead	Rebecca McCormick
	SEND Statutory Assessment and Provision Lead	Ben Allchin
	Best Practice Officer	Natalie Samuel

LCC Adult's Social Care	Head of Service (or their nominee)	Maxine Naismith
LCC Children's Social Care	Service Delivery Manager, Early Help	Lesley Wilkinson
LCC Adult's Social Care Transitions Team LCC	Manager of Transitions Team	Lynn Dunion
Public Health	Exec Lead for LC	EC to confirm with Kathryn Ingold
Health Providers	LCH SEND leads	Hannah Beal / Janet Addison
	LTHT SEND leads- Head of Quality Governance	Lucy Atkin
	LYPFT SEND leads- Deputy Head of Safeguarding	Lisa Borricks
Health	Designated Clinical Officer (DCO) Designated Medical Officer (DMO)	Sally Townend Dr Nagashree Nallapeta
SENDIASS	The Leeds SEND Information Advice and Support Service	New manager to be appointed
Voice, Influence and Change	Voice Influence and Change Lead Local Offer & SEND Voice and Influence Coordinator	Hannah Lamplugh Kayleigh Thurlow
Performance and intelligence ICB and LCC	ICB Performance lead LCC Head of Service Performance and Improvement	Graham Hyde Peter Storrie

9. Tenure of Membership

The chairing of the Leeds Area SEND Partnership Board will be reviewed every two years in line with membership of the Board. The membership of the Board will be reviewed every two years to ensure that it continues to reflect the SEND partnership, and to ensure that there are no vacancies due to people changing jobs etc.

10. Quoracy

The meeting is quorate with either the Chair or Co-Chair in attendance along with 40% of the membership. Where a meeting is inquorate it can proceed with decisions to be ratified at the next meeting.

11. Attendance

Invitations may be extended to non-members where their input or advice supports the discussion taking place at the meeting. Members of the **Health and Wellbeing Board** may attend Board meetings as observers.

12. Substitution at Meetings

Co-Chairs of the Partnership Board are expected to attend 90% of meetings, with one or other in attendance at each meeting. Members are expected to attend 80% or more of the Board meetings. Substitutions for attendance will be by exception only.

13. Frequency of Meetings

The Board will meet 4 times annually. Operational and tactical groups will meet in between these annual meetings to ensure the progress of work and provide any necessary communication to Board members to enable work and ensure stakeholder engagement throughout.

14. Communication and Sharing Information

The minutes of each Board meeting will be available within 5 working days of being approved by the Board as an accurate record. Additionally, within 1 week of each Board meeting members will receive a Board Brief that they can share with those people or groups that a Board member represents from across the Partnership. The Board Brief will be attached to the minutes of the meeting.

15. Declaration of Interest and Confidentiality

Board members must declare a direct personal or professional interest related to any items under discussion. At times the Board will consider sensitive and/or confidential items which will be identified within papers and at the meeting. Such items remain confidential until such time it is agreed otherwise.

16. Leeds Area SEND Partnership Board Agenda Items

When	What
At each meeting	<ul style="list-style-type: none">• Minutes of the previous meeting to be circulated 2 weeks prior to upcoming meeting• Action Tracker to be circulated to key member and chairs 2 weeks prior to upcoming meeting• Forward Plan co-developed by chairs• Highlight Reports on the implementation of the <i>Everyone's included</i> strategy, including related data dashboards• Key topics related to the SEND and Inclusion Strategy and the SEND Code of Practice• Standing item for the parent/carer forum and SEND youth forum
Every 6 months	<ul style="list-style-type: none">• Half yearly SEND and Inclusion Strategy Implementation progress report• Half yearly report of the Designated Clinical Officer• Half yearly report of the SENDIASS Team• Half yearly report of the Parent Carer Forum (facilitated by the Children and Families Directorate's Voice, Influence and Change team)

	<ul style="list-style-type: none"> • Half yearly progress report from the SEND Youth Forum with an update on the Child Friendly City Agenda (facilitated by the Children and Families Directorate's Voice, Influence and Change team)
Every 12 months	<ul style="list-style-type: none"> • Annual progress report • Review of Implementation of the SEND and Inclusion Strategy • Annual report of the Designated Clinical Officers • Annual report of the SENDIAS Team • Annual report of the Children and Families Directorate's Voice, Influence and Change officer leading the Leeds Local Offer • Annual report of the Parent Carer Forum (facilitated by the Children and Families Directorate's Voice, Influence and Change team)
Every 2 years	<ul style="list-style-type: none"> • Review of the SEND Partnership Board Chair role • Review of the SEND Partnership Board membership • Review of the Board Terms of Reference and Governance Structure

17. **Review**

The Board will keep the purpose of its work, priorities for action and governance structure under regular review.

Appendix 1: governance structure:

