



**North East and
North Cumbria**

**ICB Special Educational Needs and Disabilities
Assurance Subcommittee**

Terms of Reference

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1. Establishment

The NENC ICB Special Education Needs and Disability (SEND) Assurance Subcommittee is a subcommittee established by the Quality and Safety committee in accordance with the standard operating procedure (SOP) Establishing Subcommittees and Groups (see Appendix 1)

2. Terms of reference:

Definition of terms: The terms of reference template is suggested by the ICB but may be adapted.

Amendment: The terms of reference may be amended in accordance with the provisions set out in this SOP (Establishing Subcommittees and Groups).

Publication: The terms of reference will be held by the lead officer of the Subcommittee. The terms of reference will not be published.

3. Purpose

The purpose of the Subcommittee is to support the Quality and Safety Committee to discharge its duties relating to SEND for the ICB .

4. Roles and responsibilities

4.1 Duties

These Terms of Reference describe the role and responsibilities of the Integrated Care Board SEND Assurance Subcommittee. The functions of the subcommittee do not in any respect change current ICB and or provider/partner statutory responsibilities. It is also noted that these Terms of Reference will remain under review as required and in response to, inspection experience in the ICB area, NHSE guidance or draft legislation where there is currently no statutory guidance yet published. It is noted that SEND decision making takes place at a local, place-based level.

The aims of the Subcommittee are to:

- Provide a single oversight of compliance of the health responsibilities relating to the statutory duties for SEND across the ICB
- Ensure there are robust quality assurance measures in place to assure the ICB that organisations from which they commission have effective SEND arrangements in place
- To share learning and good practice and oversee implementation of improvement plans to ensure removal of unwarranted and unnecessary variation in the discharge of ICB statutory duties for SEND across the ICB
- Review risks in relation to SEND across the health system and agree mitigation plans
- To influence and then consider NICE guidance and influence relevant strategic forums in the ICB to address/manage variation and agree the ICB position

- To inform and influence wider strategic commissioning decisions which impact on delivery of an effective SEND offer in each area/place of the ICB
- Ensure there is an effective SEND dataset for the ICB to inform commissioning/integrated commissioning
- Be an active voice and partner in shaping the proposal and implementation of an overall strategic programme of work to deliver the ambitions, priorities and plans for SEND and escalate any issues/concerns to the Quality and Safety Committee and the System Quality Group where appropriate
- To provide Health Executive leadership for SEND, facilitating and promoting joint working and best practice within and across the whole North East North Cumbria system
- To enable the subcommittee members to provide a strategic link back to the ICB and area/place partnerships ensuring that the programme has the correct balance between strategic leadership and local system delivery.
- To gain assurance from the area/place-based arrangements to the ICB on the discharging of statutory health duties in-line with the legislative requirements.
- To offer an ICB view to the SEND Boards, ICB and local organisations (including place based partnership arrangements where they exist) on future provision and delivery of SEND services Review themes, outcomes and learning from inspections to inform agenda and commissioning
- Review SEND workforce issues and offer an ICB view to ensure compliance across NENC ICB e.g. DCO, DMO roles
- Ensure activity aligns with SEND Partnerships informs and influences Children and Young Peoples Strategy, transformation, and commissioning activity
- Ensure effective co-production arrangements are in place across the ICB to ensure the voice of children/young people and parents/carers is heard

4.2 Authority

The subcommittee is authorised to:	
Investigate	Investigate any activity within its terms of reference.
Request information	Request any information it requires within its remit, from any employee or member of the Board.
Obtain advice	Obtain independent professional advice and secure the attendance of advisors with relevant expertise to fulfil its functions. In doing so, the Subcommittee must follow any procedures put in place by the ICB for obtaining professional advice.

4.3 Accountability

The subcommittee is accountable to its parent committee (Quality and Safety Committee)

Accountabilities	Description
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Draft notes and reports	<p>Action notes will be taken at each meeting.</p> <p>The chair of the Subcommittee will report to the Quality and Safety Committee on progress, assurance and any risks.</p> <p>The chair of the subcommittee will escalate any concerns, to the Quality and Safety Committee as they arise.</p> <p>The chair of the subcommittee will make recommendations to the Quality and Safety Committee, or individual with the relevant authority (e.g., executive director) for consideration where the most senior Subcommittee member present does not have the authority to make a decision.</p>
Attendance	Members (or their nominated deputy) should aim to attend all meetings of the Subcommittee and should attend at least 75% of meetings.
Cycle of business	The subcommittee will produce an annual work plan and cycle of business in consultation with Quality and Safety Committee.
Continuous improvement	<p>The subcommittee utilises a continuous improvement approach in its delegation.</p> <p>Members review the effectiveness of the meeting at each sitting.</p>

5. Subcommittee meetings

This section sets out meeting:

- Composition and quoracy
- Frequency and formats
- Procedures

5.1 Composition and quoracy

This section sets out the meeting composition and quoracy requirements.

Composition/ quoracy	Description of expectations
Chair	Deputy Chief Nurse NENC ICB
Deputy Chair	Subcommittee members may appoint a vice chair from amongst the members on a 12 month rotational basis
Absence of Chair or Vice Chair	In the absence of the chair, or vice chair, the remaining members present elects one of their number to Chair the meeting.
Membership	The membership will include the following or their deputies as agreed with the Chair:

Composition/ quoracy	Description of expectations		
	TITLE	NAME	AREA/PLACE
	Deputy Chief Nurse	Ann Fox (Chair)	NENC ICB
	Regional Lead	TBC	National Network Parent Carer Forum
	Director of Safeguarding	Louise Mason-Lodge	ICB North Cumbria
	Head of Community & CYP	Helen Howlett	
	Director of Nursing – North	Richard Scott	North ICP
	SEND DCO & SEND Strategic Lead	Sam Baron (Vice Chair)	Northumberland
	SEND DCO	TBC	North Tyneside
	SEND DCO	Dawn Robson	Gateshead
	SEND DCO & CYP Lead	Jenny Ellis	Newcastle
	Director of Nursing – South	Jeanette Scott	South ICP
	Head of Community & CYP	Nicola Childs	South Tyneside, Sunderland & ATB
	SEND DCO	TBC	South Tyneside
	Strategic Head/Senior Portfolio lead - CYP	Kathleen Berry	County Durham
	Director of Delivery – Tees Valley	Karen Hawkins or Martin Short	Tees Area ICP
	Strategic Head of Commissioning – Tees Valley	Kimm Lawson	
	SEND DCO – Middlesbrough & Stockton	Mark Porter OR	
	SEND DCO - Hartlepool,	Ruth Kimmins	

Composition/ quoracy	Description of expectations		
	Darlington & Redcar		
	SEND Lead	Chris Brown	NHSE NENY
	Director of Transformation MH/LD/ND & Wider Determinants	Peter Rooney	NENC ICB
	Deputy Director of Nursing - CHC	Nicki Trew hitt	NENC ICB
	Network Lead	TBC	NENC CYP Network
	Deputy Director of Nursing - Safeguarding	Trina Holcroft	NENC ICB
	NENC Director of AHP's	Dr Maria Avantageggiato-Quinn	NENC ICB

Deputies as agreed by the Chair have the same voting rights as those that they are deputising for.

EDI: When determining the membership, consideration will be given to diversity and equality.

Conflicts: Consideration must be given to material conflicts in the appointment of members.

Attendees and procedure for absence

Members have the right to attend meetings.

Other attendees: The chair may elect to co-opt additional attendees, where it is in the interests of the activities to do so.

Procedure for absence:

Where a member or any regular attendee of the Subcommittee is unable to attend a meeting, a nominated deputy may be agreed with the chair.

The chair may ask any or all of those who normally attend to withdraw to facilitate open and frank discussion of particular matters.

Quoracy

The Subcommittee is an assurance forum and will not routinely make decisions within the scope of its terms of reference (it is noted that SEND decision making takes place at a local, place-based level). The chair will decide whether there are enough members of the required disciplines at the meeting to ensure the meeting is meaningful.

5.2 Frequency and formats

This section on Subcommittee meetings describes the meeting frequency and formats.

Frequency/ format	Description
Meeting frequency	<p>The Subcommittee will meet monthly for the first 6 months then bi-monthly</p> <p>Additional meetings may be convened on an exceptional basis at the discretion of the Subcommittee chair.</p> <p>The Quality and Safety Committee may ask the Subcommittee to convene further meetings to discuss particular issues on which they want the Subcommittee's advice.</p>
Public vs closed	Subcommittee meetings will be held in private.
Virtual meetings	The Subcommittee may meet in person or virtually.

5.3 Procedures

Procedure	Description of rules and expectations:
Agenda	<p>The chair is responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these terms of reference.</p> <p>Members are expected to identify agenda items for consideration to the chair and if there are any supporting any meeting papers, using the prescribed format at least 5 working days before the meeting.</p>
Conflicts of interest	<p>Declarations: All members and those in attendance must declare any actual, potential, or perceived conflicts of interest. This is recorded in the notes.</p> <p>Exclusions: The Subcommittee will follow and apply the ICB's Standards of Business Conduct with regards to the management of conflicts of interest. This means that the chair will consider the exclusion of members and / or attendees if individuals have a relevant material or perceived interest in a matter under consideration.</p>
Conduct	The Subcommittee conducts its business in accordance with relevant codes of conduct / good governance practice, including the Nolan principles of public life, the ICB Standards of Business Conduct Policy, and other relevant policies / guidance on good and proper meeting conduct for NHS organisations

6. Secretariat and administration

It is for the Subcommittee to arrange and agree how the following functions are to be executed from within its membership or from within the resources available to Subcommittee members.

Functions	Description
Distribute papers	Prepare and distribute the agenda and any papers following their agreement by the chair with the support of the relevant executive lead.
Monitor attendance	Monitor the attendance of those invited to each meeting and highlight to the chair those that are not meeting the minimum attendance requirements.
Maintain records	Maintain a record of member contact details. Maintain a record of conflicts of interest.
Note Taking	It is suggested that good quality notes are taken and agreed with the chair, and if required keep a bulleted record of matters arising, action points and issues to be carried forward.
Support for Chair & Committee	If requested by the committee or Subcommittee, support the chair in preparing and delivering reports Take forward action points between meetings and monitor progress against those actions.
Governance advice	Governance advice may be obtained from the Director of Corporate Governance and Involvement or one of his/her governance leads.

Appendix 1: Approval History

Version	Date	Approved by	Status
V1.0	July 2023	Quality and Safety Committee	First Issue
V2.0	14 March 2024	Quality and Safety Committee	Second issue

Appendix 2: Review History

Version	Date	Reviewed by	Changes Required Y/N?	Summary of changes (once changes are approved Appendix 1 should be updated)
V1.0	July 2023	Quality and Safety Committee	N	First issue
V2.0	March 2024	Quality and Safety Committee	Y	Minor changes to reflect template SOP for establishing Subcommittees (SOP updated in Jan 2024).

Review date: March 2025

Contact: ICB Corporate Governance Team

Document control

The controlled copy of this document is maintained by the Subcommittee's lead officer.

SEND Assurance Sub Committee Governance Arrangements

