

## Health and Wellbeing Board – Children’s Sub-Group

As you are aware, children’s health and wellbeing is an absolute priority for the county. West Sussex has been facing many challenges in relation to vulnerable children in particular, leading to the implementation of the Children First approach and the Children’s Improvement Board. Furthermore, Health and Wellbeing Board (HWB) members selected ‘Children, young people and families have good emotional wellbeing and mental health’ as a priority goal for the Starting Well key theme within the [West Sussex Joint Health and Wellbeing Strategy 2019-24](#) for 2019/20, due to the challenges facing children and young people locally and nationally.

Whilst the HWB has been pro-active in supporting the local authority’s approach with children’s items regularly taken first on the Board’s agenda, membership of the Board consists largely of those whose remit is adults or older people; a Sub-Group will enable greater input from those officers and members whose role has a focus on children and young people.

The West Sussex HWB are proposing the development of a Children’s Sub-Group which will focus on children’s health and wellbeing.

The proposed Children’s Sub-Group of the West Sussex HWB will focus specifically on children’s health and wellbeing. The sub-group would sit underneath the HWB, driving forward and bringing together the children’s elements of the HWB role linking in with both the Children and Young People’s Emotional Health and Wellbeing Partnership, and Cross Directorate Schools and Colleges Wellbeing Board (see diagram below). The proposed membership (outlined below) includes the role of Councillor Jacquie Russell, Cabinet Member for Children and Young People, as Chairman.

### Proposed Membership

- Cllr Jacquie Russell (Chair)
- Cabinet Member for Education and Skills
- Director of Public Health
- Consultant in Public Health – Start Well
- Strategic Commissioner for Start Well
- Director of Children’s Services
- Director of Education and skills
- Director of Children’s Social Care
- Joint Commissioner for Children’s Mental Health
- NHS representation to include the lead for the Healthy Child Programme
- Head of CAMHS (Child and Adolescent Mental Health Services )
- Head of Early Help
- Head of Safeguarding
- Representative from Sussex Police
- School heads representative
- Early years and childcare representative
- Healthwatch representative
- 3 representatives from community and voluntary organisations (tba)

- District and borough representation to include CEO of Crawley Borough Council (children's lead for districts and boroughs)
- Lay parent representative/children's representation

## **West Sussex SEND and Inclusion Strategy Board**

The SEND and Inclusion Strategy 2019 to 2024, with accompanying high-level implementation plan and data dashboard, was approved and signed off by the Cabinet Member for Education and Skills on 5<sup>th</sup> December 2019.

A Project Initiation Document (PID) was signed off by the Education and Skills Senior Leadership Team in October 2019.

The SEND and Inclusion Strategy Project Board is a group of senior stakeholders who are responsible for providing guidance and strategic direction on the delivery of the SEND and Inclusion Strategy. Its role is to drive and regularly monitor the progress of the implementation plan and ensure that the desired sustainable and quality outcomes set out in the strategy and PID are achieved.

The SEND and Inclusion Strategy has been developed to include the early years sector and it is crucial to have representation on this board as this strategy is moved forward and implemented. We are looking for a practitioner currently working in the early years sector who can promote the SEND and Inclusion agenda and play an active role on the Strategy Board, providing support and challenge to ensure that the strategy is delivered to provide appropriate support for children with SEND in West Sussex.

A copy of the SEND and Inclusion Strategy 2019-2024 can be found [on the West Sussex Local Offer website](#).

## **Terms of Reference for the SEND and Inclusion Strategy Board**

### **1. Background**

The SEND and Inclusion Strategy 2019 to 2024, with accompanying high-level implementation plan and data dashboard, was approved and signed off by the Cabinet Member for Education and Skills on 5<sup>th</sup> December 2019.

A Project Initiation Document (PID) was signed off by the Education and Skills Senior Leadership Team in October 2019.

## **Roles & Function of the SEND and Inclusion Strategy Project Board**

The SEND and Inclusion Strategy Project Board is a group of senior stakeholders who are responsible for providing guidance and strategic direction on the delivery of the SEND and Inclusion Strategy. Its role is to drive and regularly monitor the progress of the implementation plan and ensure that the desired sustainable and quality outcomes set out in the strategy and PID are achieved.

The SEND and Inclusion Strategy Board will:

- a. Provide overall direction for the of implementation of the strategy.
- b. Assess, review and monitor overall progress against the implementation plan (The Project Manager's Progress Report).
- c. Review high level risks and issues brought forward by the Project Manager (PM) and resolve or escalate within WSCC, The Heads Executive Boards, West Sussex Parent and Carer Forum or equivalent, as appropriate (Risks and Issues Log) so that they can be mitigated (Risks) or resolved (Issues).
- d. Receive and make decisions on proposals received from the SEND and Inclusion Strategy PM.
- e. Monitor budget allocation and spend for Strategy implementation (Budget Monitor)
- f. Ensure appropriate links are in place with associated projects and external partners: Lifelong Services/Pathways to Adulthood, Early Help, Children First, Health, etc and ensure that dependencies are managed (Dependency Log).
- g. Ensure quality assurance processes are in place.
- h. Provide an overview and support communications about the implementation of the SEND and Inclusion Strategy (The SEND and Inclusion Newsletter and the SEND and Inclusion Strategy termly progress report).
- i. Ensure that all Stakeholders are supportive and playing their part in supporting the project team to deliver the SEND and Inclusion Strategy across West Sussex.
- j. Ensure impartiality and equality in decision-making
- k. Maintain controls & governance as emergent issues force changes to be considered
- l. Ensure that there is alignment with other WSCC groups and projects and dependencies are identified and managed (e.g. AIIB, Emotional Health and Wellbeing Board, Mental Health Schools Pilot).

## 2. Membership

### WSCC

- Paul Wagstaff – Chair
- Helen Johns – SRO and Head of Inclusion.
- James Richardson – Project Manager
- Bella Cobby – Send and inclusion Development Manager
- Kathryn Kellagher – Project Support

## Key Stakeholder Representatives

- School Effectiveness
- Early Help
- Social Care
- Health
- Joint Commissioning
- Early Years
- Primary Schools
- Secondary Schools
- Special Schools
- Colleges
- Alternative Provision College (APC)
- West Sussex Parent Carer Forum (WSPCF)
- West Sussex Governors Association (WSGA)
- WSCC Cabinet Member

## Virtual Membership providing Subject Matter expertise

Diane Henshaw	Legal
Andy Thorn	Finance
Jenny Gumbrell	HR
Faye Rogers	Communications
Matt King	Data
Rachel Sadler	SEND Participation Lead
Peter Waters	Post-16
AnnMarie Dodds	Early Help
Heather McIntosh	SENDIAS
Sue Coldham	Lifelong Services

### **3. Standing Agenda**

- Actions from last meeting
- Project Manager's Progress Report
- Risk, Issues and Dependencies log (escalated to the Project Board)
- Change requests (scope etc)
- Project Dash Board
- Finance and resourcing
- Communication/engagement
- Any other business

### **4. Frequency of Meetings**

The SEND and Inclusion Strategy Project Board shall meet at least on a termly basis. The autumn and spring term board meetings, are scheduled for:

13 October 2020, 10-12, County Hall Chichester

26 January 2021, 10-12, Worthing area

**Apply to Become a Representative for the Early Years Sector on the Health and Wellbeing Board – Children’s Sub-Group or the SEND and Inclusion Strategy Board**

Applications to become the early years representative should be made by Friday 11 September and submitted via email to [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk). Applications should include:

- Your name and contact details
- Your setting name and address
- Your setting’s current Ofsted rating
- Your qualifications and experience
- How you plan to ensure that you represent other early years providers as part of this group
- What you hope to see achieved by the group you are representing