

# SEND Futures

Education, Health and Social Care

## SEND Partnership Board Memorandum of Understanding

This Memorandum of Understanding sets out how the members of the SEND Partnership Board in Kingston will work together to transform the local system supporting children and young people with special educational needs and disabilities (SEND).

### 1. Shared Purpose

Our vision is that every child and young person with SEND is supported to engage in learning and has an educational experience that inspires them, enables them to nurture their talents, and provides a solid foundation for a happy and fulfilling life. This Memorandum recognises that achieving this vision and the shared purpose and ambitions set out in the supporting SEND Transformation Plan will require change in all parts of the SEND system in Kingston, as well as the active engagement of all parties as well as wider stakeholders so that all partners are better able to work in a collaborative way and co-produce solutions.

### 2. Ways of working

The following ways of working will guide the work of the SEND Partnership Board. They aim to maximise the Partnership’s chances of success, diagnose where problems are likely to occur, and identify areas where learning, assets and resources should be shared to achieve the best possible outcomes for children and young people with SEND.

Lead	We will focus on the outcomes we need to achieve, rather than on the specific interests of our individual organisations.  We will mobilise the whole of our organisations to deliver the changes needed to work collaboratively and transform services.
Align	We will prioritise the shared use of our financial resources so that we can achieve the best deals and maximise value for money.

	We will align our processes to reduce duplication and create joined-up pathways that make sense to children and families.
Engage	<p>We will actively collaborate to plan, design and deliver services and will jointly own and apply the decisions we make.</p> <p>We will use our professional networks to ensure all stakeholders have an equal voice in the transformation of services.</p>
Invest	<p>We will share the risks and benefits of transforming services, including investing resources now to secure longer-term rewards.</p> <p>We will invest in our workforce so that they have the capabilities needed to deliver quality and financially sustainable services.</p>
Innovate	<p>We will support and constructively challenge each other to generate new ideas and creative solutions to the challenges we face.</p> <p>We will evaluate the impact of our transformation, build on strengths and proactively share our learning and the opportunities it provides.</p>

### 3. Parties to the Memorandum of Understanding

- The Royal Borough of Kingston upon Thames
- Kingston and Richmond Clinical Commissioning Group
- Achieving for Children CIC
- Your Healthcare CIC
- Kingston Voluntary Action
- Kingston Parent and Carer Forum
- Kingston Parents' Consortium

### 4. Governance

The SEND Partnership Board will typically meet six times a year unless otherwise agreed by its membership. All partners commit to ensuring regular attendance from their senior representatives, with deputies attending only by exception. The SEND Partnership Board is chaired by the Chief Executive of Kingston Council.

All members of the SEND Partnership Board are able to propose agenda items for discussion. The agenda and all supporting documentation will be circulated to members prior to the meeting giving time to consult with colleagues where required. Reports should normally be prepared by the partner organisation proposing the subject or topic, or jointly by all member organisations. All minutes and agreed actions will be circulated in a timely manner to enable follow up actions to be completed and clearly communicated to all interested stakeholders.

The SEND Partnership Board will be responsible for any sub-groups, working groups or task and finish groups delivering the activities identified in the SEND Transformation Plan. The SEND Partnership Board is accountable to the Health and Wellbeing Board for the successful coordination and delivery of the SEND Transformation Plan. The Partnership Board will formally report to the Health and Wellbeing Board twice a year on progress, achievements and any issues to be resolved.

All individual partner organisations remain subject to their own governance arrangements in relation to the activities allocated to them in the plan, particularly where these relate to policy changes or financial commitments. For the Council this will be the Children's and Adults' Care and Education Committee, for Achieving for Children this will be the Board of Directors, and for the Clinical Commissioning Group this will be the Governing Body. Individual partner organisations will make regular reports to their respective governing bodies at an agreed frequency.

## **5. Implementation of the Memorandum of Understanding**

The Memorandum of Understanding commences in April 2019. It will continue to remain in force until such time as it is revoked by all the parties. The Memorandum will be reviewed annually, usually in April each year, and may otherwise be reviewed at any time at the request of any party to the agreement.

## **6. Respecting confidentiality**

The parties to the Memorandum of Understanding agree to share with each other relevant information relating to development and improvement of the SEND system in Kingston. The parties to the Memorandum may at times acquire information that has not yet been made public and/or is confidential. The parties agree not to disclose confidential information for commercial advantage or to disadvantage or discredit other parties. Any personal data obtained or used by any of the parties in the course of the project shall be processed in accordance with the Data Protection Act 2018.

## **7. Resolving disagreements and disputes**

Partners should attempt to resolve disagreements informally in the first instance. If a disagreement or dispute cannot be resolved within 28 calendar days, then the dispute should be escalated to the Chair of the SEND Partnership Board who should attempt to agree a resolution between the chairpersons or equivalent of the governing bodies of the relevant parties. If the Chair of the SEND Partnership Board cannot agree a resolution with the governing bodies of the parties within 28 calendar days, then the dispute should be escalated to the Joint Chairs of the Health and Wellbeing Board to negotiate resolution. The decision of the Health and Wellbeing Board on the matter will be the final stage of the disagreement and dispute resolution process.

## **8. Signatures**

### **Royal Borough of Kingston upon Thames**

Signed: \_\_\_\_\_

Ian Thomas CBE  
Chief Executive

Dated: \_\_\_\_\_

### **Kingston and Richmond Clinical Commissioning Group**

Signed: \_\_\_\_\_

Tonia Michaelides  
Managing Director

Dated: \_\_\_\_\_

### **Achieving for Children CIC**

Signed: \_\_\_\_\_

Ian Dodds  
Managing Director

Dated: \_\_\_\_\_

**Your Healthcare CIC**

Signed: \_\_\_\_\_

Ed Montgomery  
Acting Managing Director

Dated: \_\_\_\_\_

**Kingston Voluntary Action**

Signed: \_\_\_\_\_

Patricia Turner  
Chief Executive

Dated: \_\_\_\_\_

**Kingston Parent Carer Forum**

Signed: \_\_\_\_\_

Chairperson

Dated: \_\_\_\_\_

**Kingston Parents' Consortium**

Signed: \_\_\_\_\_

Chairperson

Dated: \_\_\_\_\_