



COUNCIL  
FOR DISABLED  
CHILDREN

# Improvement Board Toolkit Phase 1 Exemplar Principles of Membership

# Principles of SEND Improvement Board Membership

Each Board Member needs to commit to the following, on behalf of the agency that they represent:

- Reading of, and agreement to abide by the Terms of Reference recognising that the purpose of the SEND Improvement Board is to facilitate positive, timely and sustainable change in service delivery so that children and young people can live happy, healthy and successful lives and their families be supported as defined within statute and the SEND Code of Practice.
- To read the contents of all the documents that are available to each SEND Improvement Board with curiosity and scrutiny. And to prepare questions.
- To actively listen and participate in the discussions relating to each agenda item, providing support and challenge so that each agenda item is explored in a robust and insightful way with the purpose of contributing to sustainable positive change.
- To attend a minimum of 9 of 12 Board meetings per year.
- To be a Board Member for a minimum of 12 months unless there are extenuating circumstances that make this impossible.
- To actively follow up any actions that have been agreed within the Board meeting and in a timely manner.
- To use the seven Nolan principles of public life which include the following:
  - **Selflessness** – to act solely in terms of public interest. You should be a Board Member in order to gain financial or other benefits for yourself, your family or your friends.
  - **Integrity** - you should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official SEND Board duties.
  - **Objectivity** – in carrying out public business including making public appointments, award contracts, or recommending individuals for rewards and benefits, you should make choices on merit.
  - **Accountability** – as a Board Member you are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate.
  - **Openness** – you should be as open as possible about all the decisions and actions you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

- **Honesty** – you have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.
- **Leadership** – you should promote and support these principles by leadership and example.
- <https://www.england.nhs.uk/long-read/nhs-leadership-competency-framework-for-board-members/>

EXEMPLAR



## United for Disabled Children

The Council for Disabled Children brings people and organisations together to drive change in society and deliver a better childhood for disabled children in the UK. We interrogate policy, uncover evidence, and develop more effective ways of supporting disabled children and families. Together with National Children's Bureau we are united for a better childhood.

Let's work together: 020 7843 6000 | [cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)

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Part of the family

**NATIONAL CHILDREN'S BUREAU**

National Children's Bureau is registered charity number 258825 and a company limited by guarantee number 00952717. Registered office: 23 Mentmore Terrace, London E8 3PN.