

**Barnsley SENDIASS Strategic Management Group  
Terms of Reference (1/4/21)**

**1. Context**

Local authorities **must** arrange for children with SEN or disabilities for whom they are responsible, and their parents, and young people with SEN or disabilities for whom they are responsible, to be provided with information and advice about matters relating to their SEN or disabilities, including matters relating to health and social care. This **must** include information, advice and support on the take-up and management of Personal Budgets. In addition, in carrying out their duties under Part 3 of the Children and Families Act 2014, local authorities **must** have regard to the importance of providing children and their parents and young people with the information and support necessary to participate in decisions. (2.1 [SEND Code of Practice 2015](#))

**2. Aims**

The aims of the Barnsley **Special Educational Needs and Disabilities Information Advice and Support Service** (Barnsley SENDIASS) Strategic Management Group are to:

- Support, promote and develop the IASS service in our local area
- Ensure the impartiality of Barnsley SENDIASS from the Local Authority by providing an 'arms-length' oversight of the management of the Service
- Contribute to the Quality Assurance process by reviewing practices, policies and procedures for IASS in the local area
- **Involve** representatives from a broad range of stakeholders with 50 percent weighting towards those who are parents' or carers of children and young people who have SEND including young people representatives
- Provide feedback to the Local Authority to influence decisions on Special Educational Needs and Disabilities policies, procedures and practices
- To participate in the business planning of IASS through the quality standards framework at each termly meeting
- To monitor compliance with legislation
- To evaluate the service annual report before it is published
- 

**3. In order to meet these aims the Strategic Management Group will**

**1. Oversee and evaluate Barnsley SENDIASS:**

- Ensure that the Service meets the needs of service users in the local area concerning the provision of impartial information, advice and support, to improve outcomes for children and young people who have special educational needs and disabilities.
- Evaluate annual plans with the service on a termly basis to:
  - Ensure that policies, procedures and practices are kept up to date
  - Identify barriers that may affect delivery of IASS locally

## 2. Influence Service development

- Provide feedback to the Local Authority and Barnsley CCG as part of informing decision-making on Special Educational Needs and Disabilities policies, procedures and practices in order to:
  - Identify and promote good practice
  - Raise issues and concerns
  - Identify gaps in services
- Be a stakeholder for ensuring Barnsley SENDIASS is engaged in consultation and is formally represented concerning any proposed developments in Special Educational Needs and Disabilities in the Borough

## 4. Meetings and Membership

1. The Strategic Development Group will include representatives of a broad range of key partners at operational level who will engage co productively with all members. All members will be equal partners and the individual skills, knowledge and views that each member brings will be equally recognised and valued.
2. The Group will meet termly, with meeting dates set for the year and distributed in advance of the start of the financial year. Priority consideration for scheduling meetings will be made around a time of day that supports the inclusion of parents' carers and young people and their commitments to reduce inequality of access to participation. A Chairperson will be nominated and appointed to steward meetings of the Group.
3. There will be a service user group made up of parents' carers and young people representatives who will meet half termly with the SENDIASS Manager to plan and prepare for Strategic Management Group meetings.
4. Membership of this group will be kept under 'continuous review';
  - The Chairperson, vice chairperson and secretary will be parents' or carers of children with SEND and who have used the Service.
  - Tenure for the Chair, vice chair and secretary will be for a year at a time, renewed annually and voted into their position by parent carer, young people sub steering group members.
  - The Chairperson, vice chair and secretary will be supported by the SENDIASS Manager to support them in their positions, making reasonable adjustments to ensure full participation within that role.
  - Individual membership of the group will be reviewed annually.

For any items to be agreed to be discussed at meetings of the Group, there must be a **minimum** of 8 members' and this must include 4 parents carers or young people.

5. Membership of the SENDIASS Strategic Management Group will include:
  - Up to 8 parents' or carers who can represent the views of a wider cohort of parents through their involvement locally
  - 2 young people representatives
  - The Barnsley SENDIASS Manager
  - Service and Strategy Manager (SEND) or a service representative
  - Head of Safeguarding and Quality Assurance (Barnsley MBC)
  - Health representative with a lead in SEND
  - Children's Social care representative with a lead in SEND

- Service and Strategy Manager (Children's Joint Commissioning) or a service representative
- Service and Strategy Manager (Early years, Prevention and Sufficiency) or a service representative
- Head of the Barnsley School Alliance or their representative
- Operational representative from Barnsley College and Sixth Form College
- Representative from the Young People's Skills and Enterprise Service, Place Directorate
- Service Manager, Home to School Transport, Place Directorate or a service representative

6. Members will:

- Develop a clear understanding of the role of a SENDIASS in the context of the National Quality Standards for IASSs
- Promote and act as a 'champion' for Barnsley SENDIASS wherever possible in the local area
- Use their experience, perspective and practice to support the development of IASS in the local area
- Recognise the strengths of each other's individual role within the context of steering IASS
- Be prepared to take part in/lead small sub-groups when task and finish activities are required
- Represent the Group in the development of Barnsley SENDIASS on other key groups within the Local Authority

7. To ensure consistent attendance and productivity members will:

- Identify and notify the chairperson any conflict of interest when it arises
- Notify the chairperson through the Barnsley SENDIASS Manager if they cannot attend a meeting
- Understand that when members are unable to attend consecutive meetings, their position will be reviewed and at the discretion of the chairperson their membership be reconsidered
- Read minutes and raise matters arising from those to ensure accuracy of records kept

8. Support and concerns:

- Parent, carer and young people representatives will meet bi-annually or sooner if necessary, with the Head of Service and SENDIASS Manager to raise any matters relating to the operational work of SENDIASS or concerns about representation and challenges within the steering development group
- Strategic Management Group members will individually raise concerns about their representation in the group or the development of the group with the Chairperson and manager of SENDIASS
- Parent carer and young people representatives will receive half termly individual development meetings with the SENDIASS manager to reflect, to receive support and discuss training needs to support them in their role

9. Additional Layer of Challenge and Oversight

:

- The Executive Director for Children's Services will be provided with the steering development group meeting dates in advance so that they can choose to join meetings to have an overview approach
- The minutes and actions arising from the meetings of the Group will be submitted for noting by the Borough SEND Oversight Board and the Business Unit 3 Management Team
- Terms of reference for the steering development group will be reviewed annually with an initial review to take place by 31<sup>st</sup> March 2022.