

## **Barnsley SENDIASS Strategic Management Group (SMG)**

### **Terms of Reference (November 2023)**

#### **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)

All Local Authorities in England have a statutory duty to ensure that parents, carers and young people have access to accurate and impartial information advice and support. SENDIASS operates an 'arms-length' approach from within the Local Authority and works within practice standards framework that are in line with local offer within the local area and are compliant to the National Minimum Standards Framework for IASS.

#### **1.1 Governance**

Governance arrangements outline a clear management structure, encompassing a manager (full time) within IASS and a steering group that acts as an advisory board (SMG) to oversee the operational delivery of IASS locally (1.7 Minimum Standards for SEN Information, Advice and Support Services).

#### **1.2 Purpose**

To have a strategic overview of Barnsley SEND Information, Advice & Guidance Service (IASS), supporting IASS in the delivery of a high-quality service that is both effective and responsive to local needs. Considering best practice, both locally and nationally, ensuring the views of children, young people, and their parents/carers as well as other key stakeholders' have meaningful representation.

Enabling the service to provide information, advice and support which helps improve outcomes for children and young people up to the age of 25 who have special educational needs and/or a disability.

Identifying and addressing local themes using thematic deep dive approaches and how we respond to them in partnership rather than leaving to the IASS team (standard agenda item).

#### **2. SENDIASS Responsibilities:**

Set the dates of the meetings for the year – 3 meetings in total 1 per term.

Arrange the venue and refreshments and anticipate any access arrangements needed.

Circulate the agenda and record minutes of meetings.

Promote a fair and open nomination process for both members and the chair role.

Provide support to members to carry out their role.

Ensure support is provided to the Chair.

Support and co-ordinate the voice and participation of children and young people to enable their views are represented in SMG meetings.

Provide a report for each meeting about SENDIASS Strategic and Operational activities.

Publish minutes of meetings on the service website.

Update and inform SMG of matters arising nationally from the IASS Network and issues/changes to national policy developments and impact on local policy developments.

### **3. Role of the SMG:**

Promote positive relationships and work in true partnership with a wide range of parents/carers, young people, schools, Local Authority, and other services regarding special educational needs and or disability.

Understand the role of SENDIASS.

Seek solutions for improvement.

Influence Service development planning

Identify ways to support and develop SENDIASS.

Oversee activities and discuss key issues that are relevant to operational functions of SENDIASS Service

Provide check and challenge to the service termly reporting and annual reporting.

Provide critical overview to any identified barriers impacting on strategic and operational service developments.

Provide a reporting platform to the Head of Service to highlight successful achievements and to mitigate against barriers and risks to strategic and operational developments of the service.

Support, promote and champion IASS service in our local area.

Keep under review the impartiality and independence of the service in line with expectations in the SEN Code of Practice and the IAS Quality Standards

Contribute to the Quality Assurance process by reviewing practices, policies, and procedures for IASS in the local area.

Monitor compliance with legislation.

### **4. SMG Membership and Review:**

Chair will be Independent and parent representative and two will be identified so that there is partnership approach and consistency in chair responsibilities. Membership will be reviewed in two years alongside the Terms of Reference. A Vice Chair (parent representative) will be nominated to act in the absence of the Chairs.

**5. Membership of the SENDIASS Strategic Management Group will include (paid staff members may be invited to some specific meetings rather than all and where they cannot attend will be asked to send a representative):**

SENDIASS Manager (with service accountability)

Service Director for Adults and Children's Commissioning (with line management responsibility)

Invited Attendees:

Head of SEND

Parent Carer Group with DfE funding responsibilities (if applicable)

Service users to include: parents carers (8-10 members per session to make up 50 percent of the attendees at each meeting) and young people (views and representation will be collected and reported into SMG using creative approaches to support participation)

Health Representative

Social Care Representative

Commissioner

Schools/post 16 Representation

Local Offer Representative / Early Start and Families Strategy and Service Manager

Participation Officers/EHCP Manager/Transport

School Representative/Virtual Head

**Review Date: November 2025**