

SEND Strategy Steering Group

TERMS OF REFERENCE 2020/21



I. PURPOSE:

The purpose of this group is to provide leadership and multi-agency oversight of our work in Plymouth to achieve improved outcomes for children and young people with Special Educational Needs/ Disabilities. We are working to achieve the requirements of the SEND Code of Practice 2015, and the Children and Families Bill 2015. We recognise that there are many other strands of policy and guidance across health, care and education, and therefore as a group we are working to try and align approaches in Plymouth for children and young people with SEND, and their families.

The framework for the SEND strategic work has been set out in five project themes as set out below. Each theme will have an improvement plan in place, and report progress into the SEND Steering Group as part of a forward plan.



Key responsibilities for the SEND Strategy Steering Group:

- Developing a shared vision for children, young people and adults aged 0-25 with SEND in Plymouth;
- Promote co-production with families and young people in all areas of our work;
- Have oversight of the risk management plan for the commissioning strategies, providing support and challenge;

- Develop and review the SEND shared data set in order to measure the impact of our local area work;
- Enabling approval and sign-off within sector representatives as appropriate;
- Commitment to a good flow of information between agencies, organisations and groups to achieve a high level of commitment from all those involved.
- Work together to deliver workforce reform
- Maintain and review the Local Offer across the city including the Local Offer Directory

2. Outcomes to be achieved:

- Early identification of children and young people with SEND means that advice and support is provided in a timely way and offers early help
- Children and young people with SEND have improved outcomes with positive destinations
- The Special Education Needs and Disability Strategic plan is co-produced and outcomes are embedded within the work across all sectors
- Education, Health and Care Needs assessments are completed in a timely way, as set out in the SEND Code of Practice and Education, Health and Care Plans are regularly reviewed.
- The SEND Local Offer is maintained and reviewed with families in accordance to statutory requirements.

3. Underpinning Principles:

In the development and implementation of the work we will:

- Underpin all our work with the values of co-production, openness, honesty, social responsibility and care for others.
- Consult as widely as possible with all partners, including young people and families
- Take account of good practice that is already taking place and be positive about identifying lessons learnt. Share best practice from across the region and nationally
- Promote a child/person centered approach
- Build on the work achieved through the implementation of the SEND Code of Practice Guidance 2015 and the Children and Families Act 2015 to inform the themed improvement plans.
- Develop and implement an effective on-going evaluation programme to review how changes have led to improved outcomes for children and young people
- Use joint commissioning across the local authority and CCG to review and ensure sufficiency and efficacy of support services for children and young people with SEND (Community Health, Wellbeing and SEND Commissioning Intentions).
- Learn from the COVID 19 response which highlighted the importance of regular multi-agency discussion with schools and settings in achieving effective early help for children and young people with SEND.

Governance and Reporting

This group reports to the Children and Young People's Partnership (System Design Group). The CYP Partnership group would then share the reports with the wider groups e.g. Adult Health and Social Care Governance groups.

Each representative within this group will be responsible for identifying the appropriate governance and reporting arrangements for decision making arising from this group.

Each representative within this group is responsible for liaising with their sector regarding the work of the SEND Steering Group.

4. Membership

	Proposed role	Name
Chair	Service Director for Education, Participation and Skills PCC	Judith Harwood
Joint Chair	Plymouth Parent Carer Voice	Claire Paddon
Local Area Lead for SEND	Head of SEND, PCC	Jo Siney
Children and Young People's Representative	Youth Ascends	Young person supported by Nicolle Gallagher
Parent Carer Forum Representative	Plymouth Parent Carer Voice	Tara Vassallo Claire Paddon
PCC Commissioning	Strategic Commissioning Manager (Children and Young People)	Emma Crowther
Devon Clinical Commissioning Group	Senior Commissioning Manager, Women and Children's Commissioning	Emily Street
Designated Medical Officer for SEND/ Designated Clinical Officer for SEND	DCO	Sue Syers
SEND Sector Representatives		
Secondary Schools Representative	Plymouth Learning Trust (PLT)	Martin Brook
Primary Schools Representative	Plymouth Association of Primary Heads (PAPH)	Heidi Price
Special Schools Representative	Special Heads Association Plymouth (SHAP)	Andrea Hemmens
Early Years Representative (early years settings and providers)	Early Years Leaders and Managers Group	Elizabeth Knight
Virtual School (children in care)	Virtual School Headteacher	Simon Mower
Post 16 Education Representative	City College Plymouth	Karen Dorow
Health Provider	Livewell SW	Public Health Nursing CAMHS Children's Services Adult Services
Health Provider	Plymouth Hospitals Trust Representative	
Children's Social Care	Children, Young People and Families Service (CYPF)	Siobhan Wallace
Adult Social Care	Livewell SW	

Voluntary and Community Sector Representative	Friends and Families of Special Children	Nicky Harris
Voluntary and Community Sector Representative	TBC	
Independent Advice and Support for SEND	Plymouth Information, Advice and Support (PIAS) Manager	Alan Ebbens
Key officers for SEND		
Leadership Advisor SEND		Jim Barnicott
SEND Service Manager (PCC)		Penny Whitell
Principal Educational Psychologist		Clare Hetherington or Hannah Hamlin
SEND Commissioning	Commissioning Officer for SEND	Janet Greaves-Stocker
Performance and Data Support	Performance Adviser, PCC	Hannah Daw

5. Attendance at Meetings:

It is acknowledged that this is a large group and that there will be times when people are not able to attend. If a person is not able to attend two consecutive meetings, the Chair will make contact to see whether any alternative arrangements need to be made so that the group has the right representation of this area.

In order to be quorate, there will need to be commissioning representation, and representation of the education, health and care sectors.

Co-production is at the heart of this work and therefore we will work to ensure that young people's view and parent/carer views are represented well in a meeting in the event that a representative is unable to attend.

6. Frequency of Meetings:

Meetings will be scheduled for 6 times a year (approximately every other month)

7. Administration and support

Administrative support will be provided by Nadia Donald (PCC)
nadia.donald@plymouth.gov.uk

8. Disagreement Resolution

There may be times when a disagreement arises within the work of the SEND Strategy Steering Group. It is recommended that a concern or disagreement is raised with the Chair in the first instance in order to be able to agree how a resolution can be achieved.

9. Review of the Terms of Reference

These Terms of Reference will be reviewed annually.
 Next review to be completed by 31st July 2021