

SEND Strategy Group
Proposed Terms of Reference
July 2017

1. Introduction

1.1 The SEND Strategy was approved by ACE Committee on 12th July 2017

2. Role of Strategy Group

2.1 The role of the SEND Strategy Group is to:

- be the key mechanism by which partners come together to oversee the implementation of the SEND Strategy in Reading;
- secure engagement of all key partners;
- be responsible for the delivery of the strategic and operational functions of the SEND Strategy and associated strands of work;
- lead on the monitoring of the implementation of the strategy, providing a framework for reporting progress to key stakeholders and partners.
- work in association with the Health and Wellbeing Board governance arrangements and report regularly to the ACE Committee on progress and provide reports to other Boards on request e.g. LSCB, Schools Forum.
- agree the communication from the group to partners.
- consider how the work can be integrated within the broader area in economies of scale
- improve outcomes for children and families

3. Aims

3.1 To provide strategic leadership and direction in the development, implementation and monitoring of the SEND Strategy 2017 - 2022 and take corrective actions required to keep delivery on track.

3.2 To monitor and evaluate the effectiveness of the delivery of the planned work and to recommend actions as appropriate.

3.3 To ensure all agencies work together in order to successfully deliver the SEND Strategy.



- 3.4 To oversee the effectiveness of Reading Local Area in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities.
- 3.5 To ensure the SEND Strategy aligns strategic and operational priorities in the Council's existing plans /strategies and with other agencies as necessary:
- Reading's Early Intervention and Prevention Strategy 2017 - 2019 (amend once updated and approved)
 - Reading's Autism Strategy for Children, Young People and Adults 2015-2018
 - Reading Local Safeguarding Children's Board Business Plan 2017 - 2019
 - Reading's Health and Wellbeing Strategy 2016-2019
 - Children and Young People's Plan 2015-2018
 - Joint Implementation Group (JIG) and Area SEND Group
 - Transforming care board
 - Future in mind (sub group together with children for autism group)
- 3.6 To provide challenge and support to work strand leads to support delivery of action plans.
- 3.7 To receive regular reports from strand leads detailing progress and highlighting risks and issues. (Appendix 1 is the proposed Highlight Report format).

4. Membership

- 4.1 The SEND Strategy Group will be chaired by the Director of Children's Services or her nominated representative.
- 4.2 The SEND Strategy Group has a core membership but there will be times when the Group may co-opt other agencies to participate as appropriate.
- 4.3 Core Members can nominate a representative from their agency/service area who will attend on their behalf. If the nominated representative cannot attend a meeting they should identify another person to represent their sector. The nominated person must be able to make key decisions and take responsibility for communicating with the sector they represent.
- Reading Families Forum x 2
 - Special United Representative (or key person who is able to liaise with them regularly)
 - Primary School Representative
 - Secondary School Representative
 - Special School Representative
 - FE Representative
 - Voluntary Sector Representative



Reading

Borough Council

Working better with you

- Head of Education
- CCG Designated Clinical Officer
- Head of Wellbeing, Commissioning and Improvement
- Children's Social Care
- Adults Social Care
- Early Help Services
- Health - Provider
- RBC Commissioning
- Continuing Care
- Other?

5. Meetings

- 5.1 The Strategy Group will meet on a quarterly/termly basis. Dates have been set until July 2018
- 5.2 Meetings will always take place at a time between 10am and 2pm to support attendance of Reading Families Forum.
- 5.3 Agendas and papers for meetings will be circulated at least 1 week prior to the meeting.
- 5.4 Minutes and action log from each meeting will be circulated within 2 weeks of the meeting and will be resent with the agenda and papers for the following meeting.
- 5.5 Strand Leads will be responsible for arranging strand meetings and any task and finish groups.

6. Work Strands

- 6.1 A lead agency and officer will be appointed and accountable for each Work strand. Work strands identified below:
 - Strand 1 - analysis of data and information to inform future provision and joint commissioning;
 - Strand 2 - early identification of needs and early intervention;
 - Strand 3 - using specialist services and identified best practice to increase local capacity; and
 - Strand 4 - transition to adulthood
- 6.2 Work strand leads will identify key membership of their groups and develop an action plan that delivers the priorities in each area. They will ensure there is connectivity between areas of work.