



Buckinghamshire SENDIAS Service

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🌐 www.buckscc.gov.uk/education/bucks-send-ias/
📄 shorturl.at/jzBQ4

STEERING GROUP TERMS OF REFERENCE

The steering group consists of a small advisory group meeting termly and a large stakeholders group meeting annually.

Membership of advisory group:

Members to be nominated by heads of service and to attend consistently:

- Chair of FACT Bucks
- SEND Youth Forum participation lead
- Service user- parent
- Service user – young person
- Integrated SEND team – area team manager/ SEND resolutions team
- School SENCO
- Early years SENCO or BC EY team
- College SEND representative
- Family Support
- Designated Clinical Officer
- Social care SEND representative
- SENDIAS team

Expectations of advisory group members:

- Attend termly meetings; send an alternative representative if unable to attend
- Respond to requests for advice in between meetings
- Be familiar with the national DfE approved [Minimum Standards](#) for IAS services.
- Read paperwork provided in advance of meetings

Purpose of advisory group:

The main purpose of the advisory group is to support the SENDIAS team leader to deliver the service. It will do this by:

- Reviewing a termly report from the service, including the results of impact assessment and evaluations. The report describes how the service provides access to and ensures continuity of support from 0-25 through a 'dedicated and easily identifiable service' and monitor, reviews and rates the quality of the service according to the [Minimum Standards](#) for services providing impartial information, advice and support. This includes:

- upholding high standards of impartiality and confidentiality within the service
 - ensuring that the SENDIAS Service maintains its “arm’s length” status
 - identifying and promoting good practice
 - raising issues and concerns
 - identifying gaps and supporting the SENDIAS Service to address these.
 - passing on the above information to relevant agencies
 - having a formal mechanism for presenting this information to the local authority and relevant agencies
 - having a formal mechanism for the local authority and relevant agencies to respond to the above
 - supporting prompt response by the service to feedback from service users and to national/regional/local developments and consultations
- Supporting the improvement of the service by contributing to a Business Plan.
 - Promoting the independence and self-advocacy of service users.
 - Raising awareness of the SENDIAS Service, in particular with own networks; to assist the SENDIAS Service in developing partnerships with, and communication between, all stakeholders
 - Providing ongoing professional advice and guidance to the SENDIAS Service
 - Ensuring value for money

Membership of stakeholder group:

Advisory group members

Service users - children, young people and parents/carers

Senior leaders from education, health and social care including:

Head of Integrated SEND

Head of Family Support

Head of Transformation and Improvement

Head of Children’s Social Care

Head of Children’s Commissioning

Clinical Director, Children's Services, Buckinghamshire CCG

Chairs of Primary Executive Board (PEB) and Buckinghamshire Association of Secondary School Heads (BASH)

Head of Special Schools Headteachers Group (SSHT)

Purpose of stakeholder group:

- Informing stakeholders about the SENDIAS Service
- Offering opportunity for stakeholders to influence development of the SENDIAS Service
- Sharing intelligence from across the local area
- Comment on the draft annual report
- Monitoring and review of the Memorandum of Agreement between stakeholders.

Governance:

The SENDIAS Service will report annually to the Integrated Service Board (ISB).