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| SEND Challenge Group TERMS OF REFERENCE |
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| The SEND Challenge Group will:1. Lead, support and evaluate the effectiveness of the implementation of the SEND Reforms (including the SEND Code of Practice 2015).
2. The Group will also share any new commissioning or service redesign plans relating to SEND at an early stage and look to maximise opportunities for joint commissioning in partnership.
3. Oversee all work relating to SEND, other than that where oversight clearly belongs at another group (e.g. safeguarding). This includes the full, broad scope of SEND services (e.g. the Local Offer, Social Communication and Interaction Needs Pathway, developing the Interaction Needs Pathway Plan, Schools Forum).
4. Actively seek to support related service development and review work, such as Early Years Inclusion, Youth Offending Team commissioning, Sensory Support and Alternative Learning Provision.
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| Group roles**All group members must be clear about their individual role as well as collective roles and responsibilities. The SEND Operational and Planning Manager will service the group.**Reps that make-up the group represent:

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| **Name** | **Title** | **Organisation** | **Links to other boards** |
| **Sue Rogers** **CHAIR** | Service Director Education & Skills  | Bristol City Council | Learning City |
| **Terry Dafter**  | Service Director: Care & Support (Adults) | Bristol City Council |  |
| **Jacqui Jensen** | Service Director: Care & Support (Children) | Bristol City Council |  |
| **Angela Clarke** | Head of Safeguarding and Area Services | Bristol City Council |  |
| **VACANCY** | Public Health |  |  |
| **Jo Smith** | Children Community Health Partnership | NHS |  |
| **VACANCY** | Young person/young adult representation |  |  |
| **Chrysta Garnett** | Head of Schools Partnership | Bristol City Council |  |
| **Carol Watson** | Head of Birth to 25 Integrated Service | Bristol City Council |  |
| **Annette Jones** | Head of Specialist Education and Access Service | Bristol City Council | Bristol Children Safeguarding Board |
| **Rebecca Cross** | Strategic Commissioning Manager | Bristol City Council / NHS  | Joint Health Outcomes Challenge Group |
| **Sally Jaeckle** | Head of Service Early Years | Bristol City Council |  |
| **Nick Flaherty** | Bristol Parent Carers Rep | Bristol Parent Carers |  |
| **Vikki Jervis / Simon Claridge** | Inclusion Serivce/Trading with Schools | Bristol City Council |  |
| **VACANT** | Voluntary and Charity Sector |  |  |
| **VACANT** | Schools Forum / Inclusion Reference Group |  | Schools Forum / Inclusion Reference Group |
| **Mandy Lewis**  | Adult Learning Disabilities Board | Bristol Carers Voice  | Learning Disability Partnership Board |
| **Kathryn Mason** | SEND Information, Advice and Support Service | Supportive Parents |  |
| **Nakita Singh**(Group servicing) | SEND Operational Development & Planning Manager | Bristol City Council | Participation Challenge Group |

**Members must declare any conflict of interest arising in meetings.** This includes, but is not limited to, any provider functions they perform which may fall within the scope of strategic commissioning and decision-making by the Group.The quorum for a meeting of the Group shall be 50% of the representatives set out in the membership, which must include at least one representative of Bristol City Council and the Clinical Commissioning Group.In addition to the members identified above, additional members will be asked to attend for specific agenda items or to update on the progress of specific actions.**Group meeting frequency** The group will meet every two months for as long at the Children and Families Partnership Board require it. The date for the meetings is set out in the **SEND Challenge Group Calendar**.**Member Responsibilities**Members of the Group are expected to ensure that the following responsibilities are met:* Members will cooperate to promote the wellbeing of all children and young people with SEND.
* Each member should represent the views of the wider groups they represent and should ensure their relevant groups/teams are updated with the progress of this group’s work.
* Members remain individually accountable to the executives of the participating organisations or represented bodies.
* A member of the Group who is unable to attend a Group meeting may appoint a substitute to attend in his or her place provided that:
1. The substitute is a member or employee of the same organisation as the person for whom they are substituting
2. The substitute has been given the same authority to represent and commit (where applicable) the organisation as the person for whom they are substituting
3. Any substitution must be a single appointment for the whole of a meeting
4. A person may not send a substitute if the Group has directed them to attend.

**If at any time a member of the group feels that a role is unclear or not performing as expected this must be flagged, discussed and appropriately responded to.** |
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| Group objective and principlesThis group will endeavour to work together to have oversight of and make recommendations related to:* Promote the needs, aspirations, choice and control and reflect concerns of children and young people with SEND and their families across all member organisations
* Plan strategically, taking a whole system approach for the health and well-being of children and young people with SEND and their families
* Align resources, knowledge and expertise across organisational boundaries
* Improve the evidence base and timeliness of decision making across the partnership by removing barriers to innovation and joint working
* Collectively challenge and support services, across the partnership, providing strategic drive via robust performance management
* Seek opportunities to achieve the best possible value for money, and to create opportunities to invest in new ways of delivering our responsibilities
* Maintain links with operational delivery across all member organisations via the Children and Families Board structure of groups.

To do this the group will:* Support the principles of prevention and early intervention – supporting families in parenting their children to secure good long-term outcomes and maximise life chances and independence
* Prioritise outcomes for vulnerable children, young people and families
* Take an evidence-based approach to the planning, design, commissioning and delivery of our services to ensure that children and young people’s and families’ needs are met
* Aggregate and share knowledge from our collective sources of information, reducing duplication and integrating systems wherever practical
* Listen to the voices of children, young people and carers, co-produce wherever possible and be open and honest in our response to them, consult with appropriate forums and groups
* Ensure that we know the landscape in which we commission and deliver – by understanding the needs of children and young people and wider communities, and the pressures on service providers in all sectors
* Ensure that all decisions make the most effective use of our collective resources
* Take account of statutory guidance in developing local arrangements

**If at any time a member of the group feels the objective and principles are not being adhered to this must be flagged, discussed and appropriately responded to.** |

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| **Group standard documentation**As standard an **agenda**, **minutes** and **action tracker** will be produced for each meeting.**SEND Improvement and Development Plan 2017/19**The group will work to the Inclusion Reference Group Work Plan. This document sets out the work areas for the group and how they will be delivered. The Work Plan, and the progress against the work areas will be review at each meeting.**SEND Scorecard**The group will have an up-to-date workbook and scorecard that provides data and analysis that will support them in making recommendations. The scorecard will be reviewed quarterly. The workbook will be reviewed as needed. The SEND Operational Development and Planning Manger will be responsible for keeping the workbook and scorecard up-to-date.**If at anytime a member of the group feels the documentation being brought to the group does not meet with expectation (or is insufficient to inform decision making), this must be flagged, discussed and appropriately responded to.** |
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| GovernanceThis group will report to and be reviewed by the Children and Families Partnership Board. A **highlight report** will written and sent to the Children and Families Partnership Board after each SEND Challenge Group meeting.**Other reporting**The group will also report to the following groups as requested:* Health and Wellbeing Board
* People Directorate Leadership Team
* People Scrutiny Commission
* Cabinet

**Reference Groups**The SEND Challenge Group has one stakeholder groups: SEND Stakeholder Group. These groups will report into the SEND Challenge Group after each meeting.  |

**Summary of SEND Challenge Group Reference Groups**

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| SEND Stakeholder Reference Group | * TBC
 | Ongoing (Quarterly) |

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| **Date** | **Agreed by (name & role)** | **Amendment / Comment** |
| 31 October 17 | SEND Challenge Group | Update of MembershipUpdate of SEND Stakeholder Terms of Reference |
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Governing Boards

Children and Families Partnership Board

Learning City

Health and Wellbeing Board

Safeguarding Board

Safer Bristol Partnership

Decision Making Groups

Participation Challenge Group

Joint Health Outcomes Challenge Group

Think Family Challenge Group

**SEND Challenge Group**

SEND Stakeholder Group

Birth to 25 Collaboration Steering Group

Social Communication and Interaction Group

Inclusion Reference Group

**SEND Challenge Group Governance**

This diagram shows the links between different groups that have an important role in improving outcomes for children and young people with SEND.

**Key documents**

* SEND Strategic Vision
* Bristol’s Strategy for Children, Young People and Families 2016 – 2020
* SEND Improvement and Development Plan 2017/19

Reference / Advisory Groups