



Halton SEND IASS Steering group

Terms of reference

Membership

- SENDIASS staff
- Voluntary group(s) or organisation(s)
- Parent/Carer forum representative
- Halton SEND Partnership Lead Officer
- Local Authority representative from the Children & Enterprise directorate
- School representation
- Health representative
- Early Years representative
- Young person representative

Membership will be reviewed annually.

All members are equal. Knowledge, skills and views are recognised and valued.

Members will not act in the specific interest of their own agency, group or family member. They will identify a conflict in interest to the group should it arise.

A chair will be by volunteer. Depending on numbers willing to volunteer the role will be rotated.

Introduction

Halton SENDIAS service runs as an in-house service but at arms-length and impartial to Halton Borough Council, ensuring the information and advice given to children, young people and their families is in their interest.

Aims & Objectives

- To guide the development of the Halton SEND Partnership IAS Service in line with the Minimum Standards for SENDIAS Services.
(1.7 The Governance arrangements outline a clear management structure, encompassing a strategic manager within the IASS and a steering group or advisory body which includes



representatives from service user groups and key stakeholders from education, social care and health.

- **1.8** The IASS has a development plan reviewed annually with the steering group/advisory body, which includes specific actions and improvement targets.)
- To monitor the work of Halton SENDIASS in line with Minimum Standards and help to identify and promote good practice, to raise issues and concerns and to identify gaps and work with Halton SENDIASS to address these.
- To inform the Children & Enterprise Directorate, and others on issues of concern raised by parents and carers through the work of the Halton SENDIASS service.
- To act as a consultative body in interpreting national policies within Halton.
- To ensure that Halton SENDIASS maintains its impartiality and arm's length status from the Local Authority.
- To act as a critical friend to the Halton SENDIASS manager and staff.
- To contribute to service planning and the prioritisation of objectives.
- To offer practical advice and support with training and publicity.
- To safeguard confidentiality of all reports, minutes and group discussions.
- Regularly review the range of information, support and training to ensure it meets the quality standards.
- To be a 'champion' of the Halton SENDIASS service.

Meeting arrangements

The group will meet once per term, equating to three times per academic year