

## SEND Local Offer Development Group – Terms of Reference

### 1 Overview

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A SEND Local Offer Development Group is to be established to set out the ambitions and priorities for Nottinghamshire's SEND Local Offer and any subsequent development work. The Group will ensure that priorities are aligned with strategic and statutory requirements.

### 2 Purpose, Objectives and Responsibilities

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The principal purpose of the group is to identify and agree the priorities for development of the SEND Local Offer.

The group's main objectives and responsibilities are to:

1. Determine the priorities for SEND Local Offer development work alongside those set out in Nottinghamshire's SEND Strategic Action Plan.
2. Ensure that Nottinghamshire's SEND Local Offer meets its obligations in accordance with statutory guidance set out in the Children and Families Act 2014 and SEND Code of Practice 2015.
3. Make collective decisions in terms of any request for SEND Local Offer development work against agreed priorities.
4. Deliver individual projects as determined by agreed priorities.
5. Ensure that SEND Local Offer development work is co-produced with key stakeholders including parents/carers and young people.
6. Promote the SEND Local Offer as the main online SEND resource within Nottinghamshire through engagement with key stakeholders and partner agencies.

### 3 Membership

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The membership of the Group is as follows:

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|-----------------------|---|
| ▪ Claire Good (Chair) | Team Manager – NCC, Commissioning and Contracts Management Team               |
| ▪ Phil Smith          | Market Development Officer – NCC, Commissioning and Contracts Management Team |
| ▪ Amy Snell           | Information Officer – NCC, Families Information Service                       |
| ▪ Georgina Palmer     | Lead – Notts Parent Carer Forum   |
| ▪ Jeanette Hallam     | SEND Co-Production Officer – NCC, Strengths-Based Practice Team               |
| ▪ Simon Ray           | Team Manager – NCC, Schools and Families Specialist Services                  |
| ▪ Michelle Sherlock   | Designated Clinical Officer for SEND – NHS Nottingham and Nottinghamshire ICB |
| ▪ Francesca Vaney     | Communications and Marketing Officer – NCC, Corporate Communications          |
| ▪ Lesley Parker       | Team Manager – NCC, Short Breaks Assessment and Review Team                   |
| ▪ Louise Wright       | Service Manager – NCC, Integrated Children's Disability Service (ICDS)        |

Where the Group requires specialist input to consider matters beyond its existing expertise, membership will be extended to appropriate individuals on an ad-hoc basis.

### 4 Frequency of Meetings

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On a quarterly basis – meetings to be held in September, December, March, and June

## **5 Operating Principles**

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The following approach will be adopted to ensure the efficient and effective running of the SEND Local Offer Development Group:

1. Agendas and papers will ordinarily be circulated to all members at least three days before the meeting.
2. The meeting will follow a standard agenda with items noted for decision and/or discussion.
3. Action notes from the meeting will be distributed within five days of the meeting.