



Cumbria SEND Information, Advice and Support Service

Offering impartial information, advice and support to children and young people with special educational needs and or disabilities and their parents & carers.

Arrangements for Cumbria SEND IAS Services and Advisory Board

*Local authorities **must** arrange for children with SEN or disabilities for whom they are responsible, and their parents, and young people with SEN or disabilities for whom they are responsible, to be provided with information and advice about matters relating to their SEN or disabilities, including matters relating to health and social care.*

2.1 SEND Code of Practice 2015

SENDIASS are also expected to comply with the Minimum Standards for SEND Information Advice and Support and a set of Quality Standards ratified by the Department of Education, Health and Social Care.

The aims of the **Cumbria SEND IAS Service** (Cumbria SEND IASS) Advisory Board are to:

- Support, promote and develop the service.
- Ensure the impartiality of Cumbria SEND IASS from the Local Authority by providing an 'arms length' oversight of the management of the Service and contribute to the wider Quality Assurance process by reviewing practices, policies and procedures.
- Promote a partnership approach by involving representatives of a broad range of stakeholders.
- Provide feedback to the Local Authority to influence decisions on Special Educational Needs and Disabilities policies, procedures and practices.
- Discuss and debate the Development Plan at each termly meeting.
- To monitor compliance with legislation.

In order to meet its aims the Cumbria SEND IASS Advisory Board will:

Monitor and evaluate Cumbria SEND IASS

Ensure that Cumbria SEND IASS meets the needs of parents, carers, young people and children for impartial information, advice and support, to improve

outcomes for children and young people who have special educational needs and/or disabilities:

- Monitor the Development Plan with Cumbria SEND IASS on a termly basis.
- Ensure that policies, procedures and practices are kept up to date.
- Raise and discuss relevant SEND issues for stakeholders

Influence Service Development

Provide feedback to the Local Authority to influence decisions on Special Educational Needs and Disabilities policies, procedures and practices:

- Identify and promote good practice.
- Raise issues and concerns.
- Identify gaps in services.
- Be a key body for consultation and representation with regards to any proposed developments in Special Educational Needs and Disabilities.
- Ensure that Cumbria SEND IASS is engaged as a key stakeholder group in developments within the Local Authorities SEND Services and any relevant wider consultations.

Representation and Membership

The Advisory Board will represent a broad range of stakeholders who will promote a partnership approach which involves all members. All members will be equal partners and the individual skills, knowledge and views that each member brings will be equally recognised and valued.

- The Chair and Vice Chair will be drawn from members of the Board, preferably parents of children with SEN who have used the service.
- Tenure for the Chair and Vice Chair will be for a year at a time, renewed up to and not exceeding 3 years.

The Cumbria SEND IASS Advisory Board will include:

- Manager of Cumbria SEND IASS.
- Local Authority officer with a lead in SEND.
- Voluntary / community sector representatives.
- Professionals supporting young people, post 16 organisations.
- Health.
- Head teacher/Special Educational Needs Co-ordinator.
- Parents/carers who have been given advice and support from Cumbria SEND IASS.
- Members of CPCF.

Members will:

- Attend meetings regularly.
- Promote Cumbria SEND IASS wherever possible.
- Support the work of Cumbria SEND IASS including, where appropriate and if they feel confident to do so, contribute to talks and training events.
- Give the perspective and findings of their own agency/constituency or group whilst recognising and appreciating the views of others.
- Promote a partnership approach by giving feedback to their own agency, group or constituency using the appropriate channels when requested.

Meetings:

Advisory Board meetings will be held termly, 3 times a year.

Members will:

- Attend each meeting.
- Identify and acknowledge with the Chair any conflict of interest if and when it arises.
- Notify the Chair if they cannot attend.
- Read relevant material before and after meetings.
- Abide by requests for confidentiality.

Cumbria SEND IASS will:

- Produce and publish an ongoing Development Plan through the minimum standards document.
- Ensure that policies, procedures and practices are kept up to date by itemising as a rolling programme of review on the agenda.
- Support members to carry out their responsibilities.
- Produce and present relevant reports including quantitative and qualitative information.
- Provide help to access meetings (venues, materials, formats).
- Be available to members to discuss issues and problems.

The Cumbria SEND IASS Manager will:

- Update development plan termly and annual report.
- Organise quantitative and qualitative data.
- Oversee the preparation and distribution of information for members.
- Attend all steering group meetings

I agree to the above:

Name:

Name:

Signature:

Signature:

Steering group member

Cumbria SEND IASS Manager