



Terms of Reference SEND Local Offer Working Group.



October 2024
Version 1



1. Introduction, Principals and Purpose:

The Local Offer provides information, support and signposting for children and young people with special educational needs and disabilities (SEND) and their families.

Every local authority is responsible for writing a Local Offer and making sure it is available for everyone to see.

Local authorities must publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans. In setting out what they 'expect to be available', local authorities should include provision which they believe will actually be available.

The Local Offer has two key purposes:

- *To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and*
- *To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents, and disabled young people and those with SEN, and service providers in its development and review. (SCoP 4.1 – 4.2)*

Principles of the Local Offer:

Collaborative – the Local Offer must involve parents, CYP in developing and reviewing the LO. Service providers must also be incorporated.

Accessible – the LO should be easy to understand, factual and jargon free. It should be structured in a way that relates to young people and parents needs for example age groups or types of provision. It should be well signposted and publicised.

Comprehensive – parents and YP should know what support is expected to be available across education, health and social care from 0 – 25 years and how to access it. Eligibility criteria for services where relevant and make it clear where to go for information, advice and support, as well as the process for making complaints and appealing decisions.

Up to date – when parents, cares, young people and professionals access the LO it is crucial the information is up to date.

Transparent – the LO should be clear about how decisions are made and who is accountable and responsible.

Role of the Local Offer Working Group: is to work collaboratively with young people, parents, professionals and service providers to ensure that the Local Offer is coproduced, accessible, up to date and transparent.

We work together to review the information available on the Local Offer and update this in line with our SEND Strategy workstreams.

The voice of the child/young person will be captured through the SEND Youth Council and information in relation to the Local Offer will be shared across both groups (SYC and LO working group).

What is the purpose of the SEND Local Offer Working Group? The working group enables the information on the SEND Local Offer to be constantly reviewed and updated to ensure we are providing children, young people, parents, families and professionals information that will be supportive.

Aims and objectives:

- The Local Offer will be supportive and informative for young people, parents, carers and professionals.
- Young people will be a part of reviewing the Local Offer through our SEND Youth Council.
- The principals underpin the Local Offer
 - Collaborative
 - Accessible
 - Comprehensive
 - Up to date
 - Transparent
- To meet the statutory guidance as outlined in the SEND Code of Practice

2. Membership:

- The SEND Local Offer Team members.
- SENDIAS representative
- Sensory Team member
- Specialist Provision Representative
- Primary representative
- Secondary mainstream representative
- Early Years Quality and Participation Officer Sufficiency, Access and Attendance
- Public Health Principal - Children, Young People
- Milton Keynes Parent Carer Forum (PACA MK) representative
- Early years setting
- Educational Psychology Assistant
- Post 16 representation
- Social Care

3. Attendance

The group will meet once every half term, there may be additional task and finish groups to set up to complete projects from the workstreams, these will be arranged and confirmed following direction from the Chairs of the workstreams.

4. Agenda Items / scheduling and record keeping.

The agenda items will be as result from the SEND Strategy workstreams and agenda items suggested through the Local Offer Working Group.

Whilst the agenda items may vary, the standard items will be as follows:

- Welcome, apologies and introductions.
- Actions following previous meeting.
- SEND Strategy – workstreams – updates and feedback.

Please see themes below which were agreed to be added to the agenda over the course of the year. (Credit to Wiltshire Council Local Offer Reference Group)

- Compliance Review -assess Local offer website compliance with the requirements form Children and Family Act 2014 ([Children and Families Act 2014 \(legislation.gov.uk\)](https://legislation.gov.uk)) and the SEND Code of Practice 2015 [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- Accuracy - Is the information about services, activities, and communities up to date?
- Accessibility – How easy is it for parents, carers, young people, and professionals to find information?
- Engagement – Find out if people know about the SEND Local Offer and if they have a say on the website and can impact and make changes.
- Public events – Discussion around if there are enough events for people to get involved and share the topics, they feel would be useful relating to SEND, both in person and online.
- Content development – Ask what information our young people and families would like to see on the website.
- Universal offer – Review the information about universal support.
- Marketing – Do enough people know about the Local Offer and consider how the Local Offer is communicated to young people, families and professionals.
- Quality assurance – Opportunities to review feedback and make improvements.
- Technical development – Discuss ideas for improving the websites features and designs.
- AOB

Each session will have an appointed Chair and Minute taker, these minutes will be shared with the group following the meeting to share any actions to be completed.

