

### 1. Purpose

The Special Educational Needs and/or Disabilities Information, Advice and Support (SENDIAS) Steering Group will ensure the West Sussex SENDIAS Service operates effectively, and is continually shaping the impartial information, advice and support it provides based on local needs. The vision and development of the service would be considered against the statutory remit for a SENDIAS, and information within the national minimum standards.

The [national minimum standards for a SENDIAS Service](#) mentions two clear functions related to the Steering Group:

- 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.

\* the West Sussex SENDIAS Steering Group has interpreted 'service users groups' as parent carers and young people as they are the main groups that use the service for information, advice and support.

- 1.8 The IASS has a development plan reviewed annually with the steering group/advisory body, which includes specific actions and improvement targets.

### 2. Aims

Provide governance for the SEND IAS by:

- i) Providing support, encouragement and holding the service to account to ensure minimum standards for a SENDIAS Service are met;
- ii) Contributing to the planning of the annual development plan for the service.
- iii) Regularly reviewing and monitoring the annual development plan, ensuring all agreed outcomes/tasks are on track to be achieved and meeting minimum standards.
- iv) Helping to shape the service on a strategic level, reflecting local needs.

### 3. Membership

Members will represent a range of service users, individuals and agencies with an interest in the SENDIAS service. All members will be responsible for ensuring they share information and decisions with the group they represent.

West Sussex Parents Carer Forum

Voluntary Group or organisation that covers pan disability

Youth representative

Early Years representative

Life Long Service representative

Health representative

Education representative

We will strive for 50% of representatives to be parents and/or young people

All members are equal partners and their knowledge, skills and views are recognised and valued by all.

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.

If the nominated person from a service is unable to attend a steering group meeting, a relevant representative of the service can attend if necessary.

### 4. Frequency of Meetings

It is proposed that the Steering Group should meet 3 times a year with the opportunity for ad hoc meetings when appropriate. In between meetings any work that arises (e.g updating policies and procedures) will be actioned virtually. The Steering Group Chair or SENDIAS Team Manager will email the information and what is needed, and it will be the members' responsibility to respond in a timely manner.

### 5. Relationships to other groups

Where necessary, the group will report to the SENDIAS Partnership Group (a group that is pulled together to meet on the SENDIAS Team Manager's request). This group consists of Seniors Managers from the LA and Health that have shaped and supported the partnership agreement between the SENDIAS service and the LA/NHS. This partnership agreement outlines how the West Sussex SENDIAS will operate at arms-length from the Local Authority, in line with the national minimum standards.

*Please also refer to the 'SENDIAS Services - Governance and Finance' diagram to show relationship with National Children's Bureau, National Government, Local Authority and NHS Clinical Commissioning Groups.*