

# County Durham Special Education Needs and Disabilities (SEND) Integrated Quality Assurance Group

## Terms of Reference – August 2019

### Vision\*

Our shared vision is that all children and young people with SEND achieve the best possible outcomes through having every opportunity to take control of their lives, be as independent as possible and achieve to their full potential.

### Objectives\*

To realise the shared vision the SEND Integrated Quality Assurance Group (QAG) will support progress toward 3 key objectives as outlined in the SEND interim Strategy:

- **Objective 1:** coordinated leadership and governance across the local area;
- **Objective 2:** securing high quality support which meets the needs of children and young people with SEND and their families; and
- **Objective 3:** ensuring that young people with SEND are well prepared for their adult lives and can live independently.

*\* The vision and objectives are taken from the SEND Strategy 2019-20 which aims to provide a focus on the priorities for improving services and opportunities for children, young people and families with SEND.*

### Group responsibilities

#### Communication(s)

- Make sure we communicate well with all our partner agencies so that we can have open conversations about how services can be improved.
- Identify problems early and work together to find solutions and make positive changes.
- Make sure the information on the SEND local offer is accessible and up to date.
- Share good practice and news stories.
- Work together to prepare for visits from inspectors.

#### Performance and compliance

- Monitor SEND performance information to make sure services are consistent, themes are identified and action is taken where it is needed.
- Complete the Council for Disabled Children's diagnostic checklist every 6 months.

- Help each other to fulfil statutory duties set out in the SEND Code of Practice.
- Make sure actions in the Written Statement of Action (WSoA), which is our plan for improving what we offer to children, young people and families, are complete and the reviewed for impact.

### **Quality assurance**

- Develop and monitor effective quality assurance tools across the local area.
- SEND support quality assurance template through Communities of Learning.

### **Service user feedback**

- Listen and respond to the comments of children, young people and their parents/carers.

### **Workforce development**

- Share good practice across the local area including learning from NHS England to gain deeper understanding of national quality improvement initiatives.

The principles of co-production underpin the work of the group.

### **Group membership**

- Strategic Manager for SEND and Inclusion (Chair)
- Quality Improvement Manager, DCC (Co-chair)
- Designated Clinical Officer (DCO)
- SEND, LAC & Vulnerable Groups Manager
- Manager, SEND Information, Advice and Support Service
- Project Officer, Investing in Children
- MCT representatives
- Head Teacher Elemore School – DASH
- Executive Head Teacher, The North and South West Durham Learning Federation
- Business Partner (CYPS), Communications and Marketing Team
- Strategic Manager, Children and Families South, Children’s Social Care
- Operations Manager, Children and Families North, Children’s Social Care
- SEND School Nursing Clinical Lead

### **Meeting frequency**

Meetings will be held monthly.

### **Administration**

Provided by the office of the Chair.

### **Agendas and minutes**

Where feasible, the agenda and all supporting papers will be sent to members of the group 7 days prior to the meeting.

Should a member of the group wish to place an item on the agenda, any supporting papers should be made available, so they can be circulated to all members before the meeting.

A note of the meeting, covering key actions and issues, will be circulated electronically to all members following approval of the Chair, normally no later than five working days after the meeting has taken place.

### **Quorum**

The meeting will be considered quorate if there are representatives from each of the following; local authority, health, a representative from schools and parents.

### **Accountability and reporting arrangements**

Members of the group are accountable to their own organisations and are expected to update their own individual management teams.

The SEND Integrated QAG will report directly to the SEND Strategic Partnership.

The terms of reference for the SEND Strategic Partnership will be reviewed periodically and at least annually.

Regular updates will be provided to relevant portfolio holders in Durham County Council by Heads of Service from Children and Young People's Services.

## Date and time of meetings

<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>2019 dates</b>		
Friday 31st May 2019	10am	Conference Room 4C, County Hall, Durham
Friday 28 <sup>th</sup> June 2019	10am	Conference Room 4C, County Hall, Durham
Thursday 26 <sup>th</sup> July 2019	10am	Conference Room 4B, County Hall, Durham
Thurs 22 <sup>nd</sup> August 2019	12.30 pm	Conference Room 4B, County Hall, Durham
Thurs 25 <sup>th</sup> Sept 2019	12.30 pm	Conference Room 3/117-119, County Hall, Durham
Thurs 28 <sup>th</sup> Nov 2019	12.30 pm	Conference Room 3/117-119, County Hall, Durham
<b>2020 dates</b>		
Thurs 16th Jan	10:00am	Mtg Room 3/117-119
Thurs 13th Feb	10:00am	Mtg Room 3/117-119
Thurs 19th Mar	10:00am	Mtg Room 3/16-17
Thurs 16th Apr	10:00am	Farnham Rm (1/52-54)
Thurs 14th May	10:00am	Mtg Room 3/117-119
Thurs 11th Jun	10:00am	Conf Room 4B
Thurs 9th Jul	10:00am	Conf Room 4B
Thurs 6th Aug	10:00am	Mtg Room 3/16-17
Thurs 10th Sept	10:00am	Mtg Room 3/16-17
Thurs 8th Oct	10:00am	Conf Room 4B
Thurs 12th Nov	10:00am	Conf Room 4C
Thurs 10th Dec	10:00am	Conf Room 4B