



Derby City Council



Local Area SEND Co-production Delivery Group

Terms of Reference (ToR)

Review Date

Version	Next Review Due (Date)	Reason for review
V1	31/03/2022	Annual review of SEND governance

Change History

Version	Date	Reason for change/update
V1	20/7/2021	Draft merged ToR created
v.1.1	03/08/2021	Following review at the Local Area SEND Co-production Delivery Group 03/08/2021
v.1.2	14/09/2021	Agreed first draft published on the local offer

Document Owner

Role / Job Title	Team	Reason for change to Document Owner (if applicable)
Service Director Learning, Skills and Inclusion. Chair of Group	People Services	

1) Scope and Purpose

To act as a forum to support, coordinate and oversee coproduction across local area SEND in Derby. The group is an operational arm of the local area governance structure, providing professionals with a space to carry out work in partnership, and to enact the [coproduction charter](#), across all workstreams.

It undertakes detailed progress reviews, as the 'engine room' for Local Area SEND, and 'brings the voice of the local area' to the delivery of services. The Group closely monitors delivery of Local Area SEND services and the WSoA to ensure SEND services are as joined up as possible to allow every child in the city to 'live their best life'.

2) Membership

Core membership will include representatives from the following organisations, services, and providers:

Name	Organisation
Julian Scholefield (Chair)	ESTEEM MAT
Pauline Anderson	Derby City Council – Service Director, Learning, Skills and Inclusion
Rachel Rule	Parent Carers Together (PCT)
Becky Barker	Parent Carers Together (PCT)
Anne Rowlands	Umbrella
Janet Tristram	St James Centre, Funability
Michelle Lowe	SENDIASS
Paula Nightingale	Derby City Council, Head of Inclusion Services
Daniel Marson	SEND (EHCP) Manager
Charlotte Dolman	Local Offer Engagement Officer
<i>TBC</i>	Local Area SEND Project Manager
Gurmail Nizzer	Derby City Council, Director of Children's Integrated Commissioning

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Catherine Young	Derby City Council, Head of Commissioning & Market Management
Catriona Rowen- Smith	Derby City Council, SEND and Inclusion Development Manager
Heather Ryder-Carrington	Derby City Council, Childcare and Families Information Team Manager
Jayne Hankins	Designated Clinical Officer –SEND NHS Derby and Derbyshire Clinical Commissioning Group
Nicola Smith	Head of Children’s Commissioning – Physical Health NHS Derby and Derbyshire Clinical Commissioning Group
Richard Lakin	Derby City Council, Team Manager and Principal Educational Psychologist
Vickie Minion	Derby City Council, Head of Service for Preparing for Adulthood, Ordinary Lives and Deaf services
Jane Calladine	PSG
David Gardner	Assistant Director MH, CYP, LD Commissioning NHS Derby and Derbyshire Clinical
Neil Wilkinson	SSG
Kate Martin (Vice Chair)	Derby College
Julia Hodder	YMCA
Hayley Darn	Mental Health Trust
Simon Lalonde	Clinical Psychologist, University Hospital Derby and Burton
Mike Pride	Executive Headteacher – The Kingsmead School

Gill Levick	DCHS
SEND Ambassadors x 2	<i>On rotation</i>
Fiona Colton	Head of Service Early Help
Alice Sanghera	Acting Head of Integrated Commissioning, Children & Young People
Samantha Pratt	Derby College
Amanda Skryteks	Parent/carer
Cath Young	Head of Commissioning & Market Management

If a member of the Group cannot attend a meeting; then a suitable representative should be nominated to attend.

3) Appointment of Chair

Julian Scholefield Chief Executive Officer for The ESTEEM Multi Academy Trust will be the independent chair for the group.

4) Roles and Responsibilities (including Members and the Chair)

All members and the Chair are asked to:

- Ensure that our [co-production principles](#) are embedded in everything we do as a local area:
- Identify opportunities for co-production across their respective organisations and groups, and to determine priorities for coproduction through the development of a forward plan
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- Evaluate co-production in action, measuring its success and reflecting on the approaches used
- Provide consultation and feedback on key pieces of work as required.
- Bring the voice of the local area, as an equal partner to the meeting
- Provide guidance on SEND related issues.
- Support identification of key messages for the Local Area Board to inform comms messages and materials.
- Communicate progress, updates, and requests back to respective professionals/service areas.

- Support well-coordinated delivery of the WSoA and SEND services across the Local Area.
- Review and support for management of WSOA issues and risks, including raising issues and risks for consideration by the WSOA Project Board as they arise.

5) Terms of Reference (Key Objectives)

- To embed the principles of the [co-production charter](#) into everything that we do as a local area
- To support successful operational delivery of Local Area SEND services and the WSoA.
- To provide support for work development, issue resolution, guidance, consultation, feedback and a forum for support and challenge across the Local Area.
- To give opportunity for SROs to engage the wider local area in improvement actions (i.e., participating in working groups, requesting volunteers, asking for feedback on work, support to resolve issues, etc.)
- To identify opportunities for, and give oversight of, task and finish/working groups to target specific areas of opportunity for co-production.
- To deliver oversight for parent, carer, children and young people's engagement to ensure this is appropriate and well-coordinated.
- To have overall oversight as the responsible governance group for the local offer, reviewing and steering activity for the Local Offer User Group.
- To support successful operational delivery of Local Area SEND services and the WSoA.
- To provide operational scrutiny for delivery plans and work.

6) Meetings and Activities:

Scheduled Meetings

Meetings to take place every six weeks, two weeks before the Local Area SEND Board meeting, as far as is practicable.

Duration: The meetings will be scheduled to last for two hours. There may be occasions where they are extended to allow additional business to be covered.

Minutes/ actions and communication

Agenda's will be circulated with relevant papers a week before the meeting. Minutes will be taken by the City Councils' administrative support team and circulated without delay after the meeting.

7) Sub-groups / Workstreams

To deliver against the responsibilities outlined the Group retains oversight for task and finish/working groups to ensure these are necessary, aligned and effective and

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for parent, carer, children and young people's engagement to ensure this is appropriate and well-coordinated across the piece.

Sub-groups will be developed based on priorities identified through the group's work plan.

- Local Offer User Group

8) Standard Agenda Items

Development of activity required through the written statement of action (WSOA):

- Identification of areas for support by the group through monitoring of progress against impacts stated in the WSoA
- Issues and risks identified by Project Board (from Project Board Summary Report), Impact and Analysis Group and/or Local Area Board

AOB

Annually the group will be responsible for a co-production audit.

9) Confidentiality

Members will take all reasonable steps to maintain the confidentiality of any information of a personal nature or relating to the financial or business affairs of other persons, or which is commercially sensitive, that comes into their possession or knowledge arising out of their membership of this Board/Working Group.

10) Reporting

This Group will report to Derby Local Area SEND Board, every six weeks with the update reports using the template identified in the Local Area SEND Governance Structure. These reports should also be shared with the Derby Local Area Impact and Analysis Group and WSoA Project Board.

11) Relationship / links with other Boards / Working Groups / Partnerships / Initiatives

The group will report up to Local Area SEND Governance Groups such as SEND Board and Delivery Group as and when required to do so based on the work being undertaken. These boards may also ask this group to carry out work on its behalf.

It is anticipated the smaller task and finish groups or working groups will be setup as required by any specific pieces of work to be undertaken.

Appendix

- [Local area co-production charter](#)
- **Local area co-production toolkit**