

Isle of Wight SEN Reforms Implementation Workstream Terms of Reference

Local Offer Workstream

Definition

From September 2014 every Local Authority will be required to publish information about services they expect to be available in their area for children and young people from birth to 25 who have special educational needs and/or disabilities (SEND). This will be known as 'The Local Offer'.

The Local Offer will put all the information about education, health and care services, leisure activities and support groups in one place. It has two main purposes:

- to provide clear, comprehensive and accessible information about the support and opportunities that are available; and
- to make provision more responsive to local needs and aspirations

These terms of reference represent the requirements of the **Local Offer** workstream within the Isle of Wight programme to deliver the SEN Reforms with effect from 1 September 2014.

There are seven key principles underpinning the SEN Reforms:

- Involvement of children and young people and parents/carers at the heart of the legislation;
- More co-ordinated assessment process: new 0-25 Education, Health and Care Plan;
- Education, Health and Care services to commission services jointly regarding SEN and disability;
- Local Authorities to publish a clear, transparent Local Offer of services;
- New statutory protections for young people aged 16-25 years; stronger focus on preparing for adulthood;
- Offer of a personal budget for families and young people with a Plan and extending choice and control over their support;
- All SEN duties to apply equally to all schools including Academies and Free Schools.

Additionally, the Local Offer, is underpinned by the following principles:

- Coproduction – produced by parents/carers, young people and professionals
- Empowering for parent/carers, young people and professionals
- Factual and informative
- Transparent
- Accessible
- Holistic
- Sustainable

Workstream Requirements

To achieve these principles specific to The Local Offer workstream the following core areas of activity will be required:

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- Asses the data/information that currently exists (e.g. for a specific group of young people)
- Determine where the information should be held and the format
- Agree a process for gathering, quality assuring and publishing the information that involves young people and their parents
- Determine/site the hosting of and the development of the website

Working group members

Representative	Name and Title	Email address
Chair	Jackie Boxx Commissioner for Alternative Provision	jackie.boxx@iow.gov.uk
Education -LA	Andrew Briggs – Commissioner 14-19 in Education and Skills	andrew.briggs@iow.gov.uk
Parent Partnership	Dorothy Harrington – Parent Partnership Officer	dorothy.harrington@iow.gov.uk
Parents Voice	Gaynor Boxall	parentsvoice@hotmail.com
Parents Voice	Lorraine Shotter	parentsvoice@hotmail.com
Parents Voice	Lynda Burroughs	lynda.pyledairy@btinternet.com
Parents Voice	Christine Price	Christineprice89@gmail.com
Parent Voice	Martin Price	mprice62@hotmail.co.uk
Parent Voice	Joanne Parker	Jo-parker@hotmail.com
Parent's Voice/People Matter	Amanda Tickle	amanda@peoplematteriw.org
SEN Support Services	Kate Symes – Manager SEN Specialist Services	kate.symes@iow.gov.uk
ICT/website design	Gavin Muncaster – Strategic Manager – ICT & Digital Services	gavin.muncaster@iow.gov.uk
ICT/website design	Vonda Pierce – Software Development Lead	vonda.peirce@iow.gov.uk
Health- CCG	Rachel Hayes/Michelle Jones	rachel.hayes@iow.nhs.uk
Speech and Language Therapy Service	Becky Revert – Principal Speech and Language Therapist	rebecca.revert@iow.gov.uk
Public Health	Eleanor Bell – Senior Public Health Development Manager	eleanor.bell@iow.gov.uk
Education - Early Years	Elizabeth Brownhill – Early Years Lead & Workforce Development Officer	elizabeth.brownhill@iow.gov.uk
Education Early Years	Jane Thurbin – Early Years Inclusion and Provision Adviser	jane.thurbin@iow.gov.uk
Education Early Years	Esta Ford - Early Years Support (SEN & Inclusion)	esta.ford@iow.gov.uk
Education - schools	Katrina Shaer – SENCO Dover Park Primary	katrina.brash [katbrash@hotmail.com]
Education - Schools	Julie Stewart – Headteacher Medina House School	juliestewart@medinahouse.iow.sch.uk
Education - Schools	Cindy Penney – Carisbrooke College	cindy.penney@carisbrooke.iow.sch.uk

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Education - schools	Victoria Coughlin – SENCO, Sandown Bay Academy	vcoughlin@sandownbayacademy.org
Education -schools	Steff Gleeson – deputy head St George’s Special School	steff.gleeson@stgeorges.iow.sch.uk
Education IOW College	Samantha Rooney – Director of LLDD	samantha.rooney@iwcollege.ac.uk
Children Social Care	Jane Heath – Team Manager – Disabled Childrens Team	jane.heath@iow.gov.uk
Transitions team – Adult Social Care	Daron Perkins – Commissioning Lead	daron.perkins@iow.gov.uk
Family Information Zone	Catherine Hall – Manager	catherine.hall@iow.gov.uk
Voluntary Sector	Rachel McKernen - Barnardos	rachel.mckernan@barnardos.org.uk
Community	Mark Dawkins – Community Resources (DCT) Team Leader -Short breaks manager	mark.dawkins@iow.gov.uk

Role of workstream members

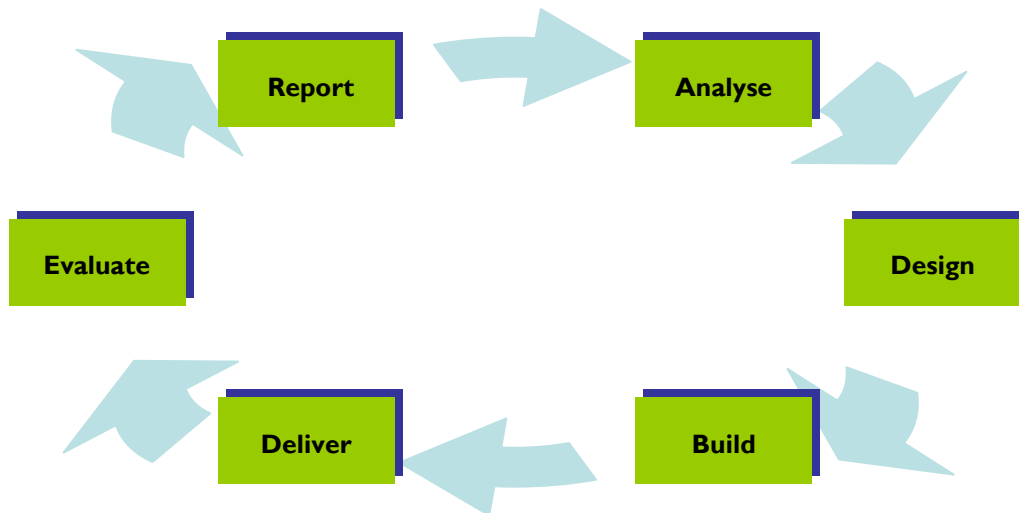
The purpose and role of workstream members is to:

- Shape and facilitate the delivery of the requirements set out by the Government for the Local Offer workstream. This does not mean they have to undertake all the work allocated to them themselves, but to utilise the expertise and capacity available within the broader community that they represent.
- Represent the interests of their broader community.
- Attend meetings and workshops as agreed and agree a deputy/alternative representative if attendance is not possible.
- To communicate broader messages about the SEN Reforms Implementation programme on the Isle of Wight within their respective organisations/community.
- To be responsible for specifying the needs and benefits required of those who will use the projects products.
- Where resource constraints exist they will be required to facilitate these to meet the requirements of the project, or raise an issue to be escalated through the Isle of Wight SEN Reforms Implementation Lead Officer and the Project Manager in the first instance.

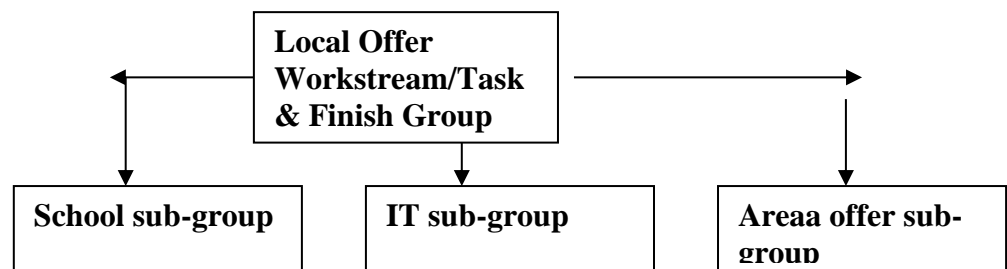
Process

The following is an outline approach to the key steps required to deliver the requirements of the workstream.

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- In order to meet the September 2014 deadline, actions will be identified within a number of phases – specifically set up, development, testing, procurement and publishing
- To facilitate the parallel work that will be required subgroups with a specific focus of web design, school offer and area offer will be required to support the workstream



Meeting frequency and duration

Meetings will be fortnightly initially to develop the momentum and requirements of the workstream. This is due to the short timescale for delivery by 1 September 2014. Any workshops will be scheduled as required with appropriate stakeholder representation to enable the delivery of solutions that will work in practice. Meetings for the workstream will run from March 2014 through to March 2015.

Reporting

Checkpoint Reports will be required from the Local Offer Workstream Lead one week prior to each scheduled SEN Reforms Implementation Group meeting and sent to the Project Manager and SEN Reforms Implementation Lead Officer. This will commence from March 2014. A common template has been provided for all three workstreams, plus Health and requires a short concise summary including:

- RAG status (Red, Amber or Green)
- Summary of progress
- Completed actions
- Issues/risks identified or arising
- Actions planned for the next period

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Key milestones

Clear definition of the school and area wide Local offer	April 2014
Content of the website gathered from a sample of providers	May 2014
Website trialled with information from 10 providers Procurement underway if required	June 2014
School offer agreed and ready for publication	July 2014
Website running	August 2014

Key actions A high level action plan has been developed and agreed with workstream members. This is attached and will be developed further in to a detailed set of requirements to inform the overall Programme Plan