

## SENDIASS Stoke on Trent

We provide free, accurate, impartial, confidential information, advice and support relating to special educational needs (SEN), disability and related health and social care issues.

**For:**

- Parents/carers of children with Special Educational Needs (SEN) or disabilities
- Young people with SEN or disabilities up to the age of 25 years.

The Service is funded by the Local Authority (LA).

To encourage parent/carer/young people's confidence in the neutrality of the Service, it adopts an impartial stance and is run at 'arms-length' from the LA.

The Service works collaboratively with statutory, voluntary and private organisations.

**SEND Information, Advice and Support Service  
(SENDIASS)  
The Mount Education Support Centre  
Mount Avenue  
Penkhull  
Stoke on Trent  
ST4 7JU**

**Tel: (01782) 234701 or 234847**

**By Text: 07880 179812**

**E-mail: [iass@stoke.gov.uk](mailto:iass@stoke.gov.uk)**

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**Information,  
Advice & Support  
Services Network**



Updated: July 2017



## Information Advice and Support

# Terms of Reference for the Steering Group

**This leaflet explains what the Steering Group is,  
what it does and how it works with the  
Stoke-on-Trent SENDIASS**



## SENDIASS Steering Group

The Steering Group plays an active role in guaranteeing an element of independence from the Local Authority (LA) by:

- having a clear understanding with the LA on the role of the Service
- promoting a solution-focussed approach that maintains its impartiality and confidentiality.

### Function

The Steering Group will:

- support, promote and develop SENDIASS
- guarantee an element of independence from the LA ('arm's length' service)
- work in partnership with SENDIASS and the LA
- have a formal mechanism for presenting feedback to the LA
- identify and promote good practice
- raise issues and concerns
- identify gaps in services
- support and monitor the Annual Development Plan
- receive service user feedback.

### Minutes

Minutes of the meeting are taken and circulated to all members prior to the next meeting.

A summary of the minutes will be available on the SENDIASS website.

All members will sign and agree to abide by the terms and conditions of the Confidentiality Policy.

## Steering Group Membership

Members will represent a range of service users and individuals and agencies with an interest in SENDIASS.

These will include:

- Parents/carers/young people
- Independent sector groups - voluntary and private
- Education settings
- Adult/Young People's Services.

All members are equal partners and the individual skills, knowledge and views that each member brings to the group are recognised and equally valued.

Any conflict of interest will be identified and resolved immediately.

### Meetings

Meetings take place termly - the group will decide upon dates, timing and venues which will be published and updated regularly on both the SENDIASS website and the SENDIASS Facebook page.