

Pinpoint Cambridgeshire is a Registered Charity, No: 1156920

Partners in Commissioning Group (SEND)

Terms of Reference

[Working Together with Cambridgeshire County Council \(pdf, 62kb\)](#) sets out the Council's commitment to supporting the voice of local people to be heard, written jointly by the Council, members of the public and representatives from local voluntary sector organisations.

(Source: Working Together with Cambridgeshire County Council Feb 2015)

The Partners in Commissioning (SEND) Group (the Group) fulfils the role of the county network for parents of children with special educational needs, a disability or additional need, including health needs, featured in Cambridgeshire's model for involving parents and carers in strategic decision-making. (See Appendix)

The Group endorses the principles set out in the Children's and Families Act 2014 and SEND Code of Practice. Specifically:

- Local authorities must ensure that children, their parents and young people are involved in discussions and decisions about their individual support and about local provision.
- At a strategic level, partners must engage children and young people with SEN and disabilities and children's parents in commissioning decisions, to give useful insights into how to improve services and outcomes. Local authorities, CCGs and NHS England must develop effective ways of harnessing the views of their local communities so that commissioning decisions on services for those with SEN and disabilities are shaped by users' experiences, ambitions and expectations.
- To do this, local authorities and CCGs should engage with local Healthwatch organisations, patient representative groups, Parent Carer Forums, groups representing young people with SEN and disabilities and other local voluntary organisations and community groups.
- Effective parent participation can lead to a better fit between families' needs and the services provided, higher satisfaction with services, reduced costs (as long-term benefits emerge), better value for money and better relationships between those providing services and those using them.

Aims

The aims of the Group are to:

- Ensure appropriate structures and processes are in place to facilitate the involvement of a representative range of parents¹ of children with special

¹ By 'parents' we mean anyone with parental responsibility

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educational needs, a disability or additional need aged 0-25, including health needs (SEND), in planning, developing, commissioning and monitoring services.

- Monitor, evaluate and feedback the extent to which parents are listened to.
- Hold services and organisations to account for identifying and meeting the needs of children and young people with SEND and their parents and families.

Objectives

The objectives of the Group are to:

1. Ensure service provision is informed and led by the needs identified by parents of children with SEND, both at the individual family level and collectively for families across Cambridgeshire.
2. Support and develop structures and processes that will ensure the involvement of a representative range of parents of children with SEND in planning, developing, evaluating and monitoring service provision.
3. Ensure robust and ongoing participation arrangements are in place for parents of children with SEND, both at the individual family level and as a collective voice for families.
4. Continue to develop processes for ensuring that the experiences of parents of children with SEND actively influence commissioning and service provision.
5. Continue to develop processes for co-production and expressing clearly the views from parent involvement networks, forums and groups.
6. Continue to identify and establish working links with parent networks and forums around the County.
7. Have working links with the National Network of Parent Carer Forums (NNPCF), including through the NNPCF Eastern Region.
8. Have working links with the HealthWatch Cambridgeshire.

Outcomes

The group is working towards the outcomes that services will enable families of children and young people with SEND to have high aspirations and achieve well in their early years, at school and in college, and to lead happy and fulfilled lives.

Membership

Membership of the Group will aim to be representative of the Cambridgeshire population of parents of children and young people with SEND by:

- location
- age group of child or young person

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- groups of parents who find it harder to get their voice heard
- the range of special and additional needs and disabilities
- existing networks of parents

The Group will include commissioners and managers from key service providers including:

- disabled children's social care services
- access to education services
- children's health services including mental health
- enhanced and preventative services

Members of the group will act as champions for parents, commissioners and service providers working in partnership to ensure services meet the needs of families. This includes influencing the services provided by schools.

The Group will invite additional representatives to attend meetings as appropriate and relating to issues raised by parents.

Wendi Ogle-Welbourn, Interim Executive Director of Children, Families and Adult Services at Cambridgeshire County Council, sponsors the group in terms of getting messages across to commissioners and services providers, and supports the group with any issues that are not being progressed.

Frequency of meetings

The Group will meet termly, three times per year.

Monitoring and evaluation

Individual members of the Group will monitor and report on progress against objectives and outcomes for the service, organisation or group they represent.

Reporting

The Group will report directly to the SEND Performance Board and Joint Commissioning Unit SEND Sub-Group. Minutes of meetings will be made publicly available on the Pinpoint website. Members of the Group will be expected to share minutes and reports with those they represent, and with other decision-making groups they are represented on.

Support arrangements

Pinpoint will organise and chair the meetings. Papers will be distributed by email and in other formats on request. Parent representatives will have their travel and childcare expenses reimbursed. Additional expenses will be reimbursed on an individual basis subject to completion of an expenses form.

Review

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These terms of reference will be reviewed annually and are next due for review in March 2017.

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Appendix

Cambridgeshire’s parent involvement model for involving parents in strategic decision-making.

