



TERMS OF REFERENCE

Cheshire East 0-25 SEND Partnership

Task and Finish Groups

Purpose

The SEND Partnership Task and Finish groups are temporary, cross-functional groups that are created for the purpose of completing specific assigned improvement actions from the SEND and AP Strategy and Improvement Plan (which will incorporate all mitigations identified in the DSG Management Plan). Using dedicated, focused resources to complete specified actions in this manner will ensure improvements are made at pace and completed improvements are fit for purpose.

Key objectives of each Task and Finish Group

The specific objectives of each Task and Finish Group are to:

- Undertake and complete improvement actions assigned by the SEND Transformation Action group in line with agreed timescales, costs and quality standards
- Ensure completed actions and action products have clear evidence of completion and means of tracking impact that can be presented for scrutiny and sign off by the SEND Transformation Action group
- Consider any communication or consultation activity and/or any additional senior decision making (beyond the Transformation Action Group) that is required to either complete assigned improvement actions, or to share completed action products, as needed
- Undertake clear risk management around delivery of their assigned improvement actions, including:
 - Capturing all arising risks and issues and proposing actions to mitigate them where possible
 - Ensuring delays, issues or areas of risk for their assigned improvement actions are properly escalated to the SEND Transformation Action Group, where required
- Track their progress and prepare regular updates on progress against their assigned improvement actions, and their impact, for presentation to the SEND Transformation Action Group
- Liaise with reference groups and enabler groups (such as the SEND Inspection Preparation Group and Systems Improvement Group) as needed in order to complete assigned improvement actions or share completed signed off action products



Membership

Task and Finish Group Chair:

Assigned delivery lead for specific task and finish area
(as appointed by the SEND Transformation Action Group)

The delivery lead will bring together cross-functional colleagues from across stakeholder groups as required to complete assigned actions. This may include colleagues of various positions from within the local authority, the integrated care board, health providers, educational settings and parent carer forum representatives, and will depend on the specific perspectives, skills and/or experience required to complete the assigned actions. As meetings may involve workshop-style sessions dedicated to specific tasks or actions, membership may not be static and may vary between sessions.

Role of individual members

Role of the delivery lead:

- The delivery lead will liaise closely with the responsible Head of Service or Director for their assigned actions to gain support, share updates and to raise any risks or issues that may impact upon their work.
- Ensure input and expertise is sought from relevant stakeholder groups as required to successfully complete assigned actions.
- Ensure the work of the task and finish group remains focused on completing the actions assigned by the Transformation Action Group and does not become subject to 'scope creep'.
- Maintain the list of tasks required to ensure assigned actions are completed successfully by the task and finish group.

Role of all individual members:

- Take a full and active part in the work of the group, including attending all group meetings (where invited) and undertaking work on tasks assigned by the group.
- Contribute proactively to the priorities of the group to ensure successful delivery of group objectives.
- Act as a 'champion', representing the disability, SEN and complex health needs agenda and joint commissioning priorities within their parent organisation or representative forum.
- Ensure communication and engagement in their own organisations/groups and that relevant issues from their organisations/groups are fed back appropriately.
- Ensure communication and engagement across partners/stakeholders and work in cooperation with each other.

Accountability

- Progress will be reported on a monthly basis to the SEND Transformation Action Group, who are in turn accountable to the 0-25 SEND and AP Partnership Board.



- The governance arrangements for any decision or recommendations will depend upon the nature of the issue and the resources concerned. Whilst all improvement actions will be scrutinised and signed off by the SEND Transformation Action group, it is accepted that some key decisions will also need to be approved via relevant partner organisation's / organisations' decision-making processes. The group will make recommendations for key decisions to be considered and approved through decision-making routes as needed.

Administration of meetings

Delivery leads should make arrangements to cover any administration of meetings, which should be kept to a minimum and restricted to those tasks required to complete actions and track decision making and risks or issues. Requests for support on specific administration tasks can be raised to the Transformation Action Group for consideration but cannot be guaranteed.

Notice of meetings

Assigned delivery leads will aim to give attendees at least five working days notice for any meetings wherever possible.

Frequency of meetings

SEND Task and Finish Groups will meet as required. Some or all meetings may utilise a workshop-type format to undertake specific tasks/actions.

If urgent decisions are required, communication will be sent via email.

Review schedule

These terms of reference will be reviewed annually (or more frequently, if required).

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