

Barnsley SEND Community Consortium
TERMS OF REFERENCE V1
Agreed by the Consortium 29.02.24

1. Purpose of the consortium

The consortium is the way that parents and carers of children and young people with SEND have a key role in shaping and influencing decisions made about SEND services across the local area, at all levels including strategic level change.

It is a hub that brings together representatives from parent carer support groups, services and leaders from across the Barnsley Local Area to enable co-production and joint working with all partners.

The consortium brings together representatives of groups and networks to present data, experience and knowledge gathered from members of their respective groups from across Barnsley.

2. Objectives

The jointly agreed objectives for the group are:

- To empower parents and carers.
- To support the development of trusting relationships between parents, carers and services.
- To create a structured environment for collaboration and coproduction with parents and carers of SEND children and young people to thrive across education, health and social care in Barnsley.
- To support the development of co-production activity aimed at parents and carers who access groups and those who don't.
- To enable information, data, ideas and best practice in relation to the lived experience of parents, carers and families of children, young people with SEND to be collected, distributed and used to drive improvement.
- To discuss positives and challenges in a safe environment to enable the consideration of different responses or solutions.
- To support co-production in SEND.
- To contribute to the effective creation and sharing of information to enable children, young people and families to access services.
- To enable information and feedback to flow both ways between parents and carers and services.

- To seek out and share feedback from the SEND Parent/Carer community to be used in co-production activity across the local area.
- To share timely information and insights along with providing networking opportunities amongst the membership.

3. Membership – The ToR as well as the aims and objectives for the consortium have been co-designed and co-created by representatives from the following parent/carers groups:

Ad Astra
 Barnsley Down Syndrome Group
 Family Linx (Barnardos)
 Focus4Vision
 Ozone Parent/Carer group (TYS)
 Talkin Tarn

The current members of the SEND parent/carers co-production consortium are:

Ad Astra
 Barnsley Down Syndrome Group
 Family Linx (Barnardos)
 Focus4Vision
 Ozone Parent/Carer group (TYS)

The consortium works alongside, in partnership with:

Barnsley Council (BMBC)
 South Yorkshire Integrated Care Board (ICB)

4. New consortium members

New groups are able to join the consortium in April and September from the start of the new school term if the following criteria are met:

- The group is predominantly serving/ have members whose children and young people have their main residence in Barnsley (are a Barnsley child) and are aged 0-25.
- The group offers support and/or advice to parents and carers of children and young people with SEND.
- The group is fully parent led or supported by an organisation.
- The group has its information on the local offer website.
- The group has transparent governance arrangements in place including:
 - Agreed Terms of Reference
 - Safeguarding policy
 - Complaints policy

- Zero tolerance policy or equivalent
- Financial policy- if accounts are held
- Constitution – including confidentiality
- GDPR and Data Protection
- Social Media Policy

5. Meeting records

Within 2 weeks of every meeting the record of discussion should be circulated to members of the group for review. The record will then be discussed, have any amendments made and agreed at the next meeting. Once agreed, the record of discussion will be posted on the SEND Local Offer Website within 2 weeks.

6. Meetings

Consortium meetings will take place 6 weekly, with the exception of when this falls in a school holiday. They will be held in a face to face setting, in a venue with the ability for members to join virtually, if necessary, to allow for everyone to be able to access them.

Each member group will have an allocation of 2 places at the meeting as well as 1 place allocated for a member of support staff if required. If a member of staff is present, their role is to offer advice and support to representatives from their group so that the representatives can make decisions on behalf of their group.

Representatives attend on behalf of their groups and not as individuals, it is expected that representatives will inform other members of their groups of the work the consortium is doing and involve them where possible in supporting work that takes place.

Additional meetings may be scheduled on an as and when basis to support work taken on by the consortium, these may be whole member meetings or specific task and finish groups.

Professionals from across the local area will be invited to meetings when relevant. They are also able to request to attend a consortium meeting if they have an item for the agenda.

Once per school term the Barnsley SEND Community Consortium will meet with leaders and services from across the local area to discuss work that is coming up and how parents/carers can be involved in co-production from the beginning.

The consortium will be sensitive to groups who need adjustments and adapt their working to ensure that all groups who want to be involved are able to be.

7. Standing Agenda Items

The following items will be on the agenda for each meeting:

- Introductions
- Declaration of interest
- Matters arising from previous meeting
- Feedback from meetings/groups that have taken places since the last meeting

8. Decision making

Where a decision needs to be made by the consortium, this will be done by majority vote. Each organisation present will have 2 votes that can be cast.

As the group has no statutory mandate, there is no quorum required.

9. Review

Following approval, these Terms of Reference will be reviewed annually by the consortium members.

10. Policies, Procedures and Governance

Any individual attending the consortium is doing so to represent the group to which they are a member. Each group as part of the consortium must evidence that they have the minimum policies and procedures in place as outlined at section 4 of the terms of reference. Any group who doesn't have these in place will be signposted and supported to achieve this prior to joining the consortium.

Wherever possible disputes will be handled by the meeting chair and any facilitator supporting consortium meetings/workshops. All attendees will be held to the working agreement below which has been agreed by consortium members.

Each representative will be accountable and bound by their individual organisation's governance arrangements, including, confidentiality, complaints and conduct.

If the situation arises where a complaint is made against a representative on the consortium, this should be done in line with the policies and procedures of the organisation the individual represents. Any complaints about groups/organisations who are members of the consortium, should also be done in line with the policies and procedures of the specific organisation.

If the representative of any group is the chair of that group and the complaint is about them as an individual or as a representative of the group, the group policies, procedures and governance arrangements must ensure that there are arrangements in place to respond to such situations and that complaints will be responded to appropriately and with due diligence.

Should a complaint be made against an individual, the group they represent should send a replacement representative until the complaint and any subsequent investigation is concluded and then arrangements should be made in accordance with the outcome, this may mean a permanent replacement.

The Group has agreed to adhere to the following working agreement

How we work together to co-design, co-produce and co-deliver in Barnsley

When we work together it is important that we have an agreed expectation about the way in which we listen, respect and value each other, both in person and online.

Parents and carers have already told us what is important to them when working together in co-production.

By attending meetings, workshops or groups individuals agree to adhere to the group working agreement.

Parent and Carer

Group Working Agreement

We will be productive by:

- Contributing positively, with a view to moving forward, including when discussing negative experiences
- Accepting when an issue falls outside the topic of the meeting, and agree who will pick up the issue after the meeting (this will be recorded in the carpark)
- Avoiding jargon as far as possible, and explaining any terms that cannot be avoided in plain English

We will create a safe space by:

- Respecting and valuing different opinions and experiences, where there is a difference of opinion, we will discuss the opinions/statements and won't challenge the person. (We won't make it personal)
- Understanding that it is not always easy to say things, we will listen and make sure we understand what each other are trying to say.
- Understanding that people may talk about things in this group that they may not want others outside of it to know and show respect by keeping things that are discussed confidential.
- Agreeing that it is good to talk about what we have been doing outside of the meeting, but we will not refer to who else was involved or who said what.

We will work together by:

Remembering that whatever our role, we are all here because we want to improve the lives of children and young people with SEND and their families.

11. Strategic representation

This group will contribute to reporting into the Local Area Partnership and will have representation on other strategic groups across the local area. The consortium will

decide which group is best to represent them in different settings, this may be different people at different times.

12. Facilitation

In the initial stages of development of the consortium, the SEND Participation Officer will support the facilitation of the group as part of their responsibility for supporting co-production across the local area.

The aim and ambition is to have an independent facilitator for the consortium once it is established and embedded.

A chair may be selected at a later date but during the initial period the SEND Participation Officer will facilitate all sessions to enable the consortium to form with an equal power/responsibility balance between groups.

The responsibilities of the Chair/Facilitator

- To ensure everyone has a say
- To ensure that the meeting follows the agreed agenda.
- To ensure that code of conduct is followed by attendees.
- To recognise that breaks may be needed during the meeting.
- To recognise that everyone needs the opportunity to process information and this might take time.