

WEST SUSSEX CHILDREN AND YOUNG PEOPLE'S SERVICE

PARENT CARERS' PLANNING GROUP

TERMS OF REFERENCE

1. Aim: -

To act as a forum for parents and carers and their representatives to present their views on the needs of children with special educational needs and disabilities and their families in West Sussex and to shape the development of services to meet those needs.

2. Functions: -

- a) To identify needs and gaps in current services, which will inform the strategy for service provision and associated policies.
- b) To comment on plans for the implementation of services
- c) To provide feedback on how services are meeting needs and contribute to evaluation
- d) To provide a route to respond to issues raised by parent carers and to report back on progress
- e) To inform parent carers and their representatives of developments in the SEN and child disability service.

3. Links: -

This Group will feed into the work of the Carers' Policy and Development Group, the SEN and Child Disability Strategy, the Children with Special Needs and Disabilities Children's Trust work stream, the Parents Make Yourselves Heard Forum and other groups.

4. Membership: -

Deputy Cabinet Member of Children and Young Peoples Services – Chair
Member(s) with an interest in parent carer issues
Parent Carers (open membership)
Parent carer representation from parent groups including
Parents Make Yourselves Heard Forum
Parents Action For Respite

Voluntary organisation representatives, to include those currently attending the SEN Forum and PCPGroup
Education officer (SEN) representative
Inclusion Support Manager (Learning)
Parent Partnership Officer
Health representative(s)
Carers Liaison Project representative
Connexions service manager
Manager from Adult Learning Difficulty Service
Senior Manager SEN and Child Disability Service
Service Manager (Child Disability)
Integrated Services Development Manager

Additional membership for notes only unless specifically invited:
Principal Educational Psychologist
Speech and Language Therapy Service Manager
Occupational Therapy Service Managers (Health and Children's Support)
Physiotherapy Manager
Early Childhood Service Manager
Special School Head Teachers
School Improvement Service Officer
Access and Inclusion Officer
Education Welfare Service

5. Arrangements for meetings: -

Meetings will be held quarterly, at a venue, which allows reasonable access from any part of the County, and at a time convenient to parents and carers. Parents and carers will be able to claim expenses for travel and childcare. Notes of the meetings will be taken and circulated to all people who were invited. Notes and related papers are placed on the following website:

<http://wsgfl.westsussex.gov.uk/pp>

6. Administration: -

Meetings will be co-ordinated by the Principal Manager Special Needs and Disability.

Administration by Parent Partnership Service