



Cheshire East Information Advice and Support Team

'Ensuring the provision of quality support for all'

Governance Board Terms of Reference

Lead/Chair	Cheshire East Information Advice and Support (CEIAS) Manager
Frequency of Meetings	Termly

Overarching Purpose: To review and monitor, with key stakeholders, the contribution of Cheshire East's Information Advice and Support (CEIAS) team to ensure that it is as effective as possible and to further develop its practice.

Aims:

- Collaboratively agree the key principles for CEIAS' work; utilising the statutory framework and our combined knowledge of our local communities to deliver consistent, effective support to children, young people and their parents/carers
- Provide oversight and influence the development of independent support by ensuring that comparable data is shared transparently by all stakeholders.
- Provide oversight of agreed processes to ensure joint partnership working is effective.
- To identify any gaps in provision and work together towards addressing these
- To monitor the independence of the service in line with expectations in the SEN Code of Practice and the IAS National Quality Standards

Outcomes and Outputs:

- There will be clear lines of communication with all relevant partners so that any concerns are speedily and effectively addressed
- CEIAS' work will be clearly linked to accurate and relevant data collection which members of the group understand and support others to understand
- CEIAS' work will meet the needs of all families, with strategic targeting where necessary, to ensure equity of delivery

Membership: The group will reflect the views and interests of:

- Children and young people who have Special Educational Needs
- Parents of children and young people who have Special Educational Needs
- Voluntary organisations and parents' groups
- Information, Advice and Support staff
- Local Authority (SEN Managers & Advisory officers)
- Health including CCGs
- Social Services
- School staff including SENCOs & Governors.
- Early Years Team
- Short break Commissioner
- Commissioners from Cheshire East

Key expectations of group members:

- All members of the group are equal partners and their individual knowledge, skills and views are recognised and valued.
- Members will not act in the specific interests of their own agency, group or family member. They will identify any conflict of interest to the Group should it arise.
- Members are expected to make an effective contribution to the group and should be willing to be proactive in promoting the work and developing links with the CEIAS team.

Role of the CEIAS team:

- Arrange venues
- Circulate the Agenda and supporting papers to group members prior to meetings
- Circulate minutes of the meeting to all members
- Update on matters arising nationally from the NIAS Network on issues concerning local and national policies
- Present an Annual Plan
- Share reports and data
- Prepare and present the CEIAS Annual End of Year Report

This "Terms of reference" will be reviewed on an annual basis