



NE Lincs SENDIASS

NE Lincs SENDIASS Steering Group Role Description" for Members

1. All members are equal partners and the individual skills, knowledge and views that each member brings to the group are recognised and equally valued.
2. Members will be representatives of a range of past and current service users, practitioners and volunteers.
3. The written terms of reference for the committee cover:
 - The purpose and aims of the Steering Group
 - Membership
 - Meetings
 - Monitoring and evaluation
4. Members will:
 - Support the work of NE Lincs SENDIASS
 - Act in the best interests of the service as defined by the Steering Group terms of reference
 - Bring and share their own views with the Steering Group
 - Identify and acknowledge with the Steering Group any conflict of interest if and when it arises.
 - Do their best to attend each meeting
 - Notify the NE Lincs SENDIASS administrator if they cannot attend
 - Do their best to read relevant material before and after meetings (NB Members may be given help to access meetings and relevant material if required – e.g. a venue with disabled access, provision of signer / interpreter / alternative formats for materials)
 - Claim expenses as agreed in the written terms of reference of the Steering Group
5. The Steering Group has a role to play in helping to improve outcomes for children with SEND and their families in NE Lincs. In order to do this, members will assist in:
 - Identifying good practice
 - Raising issues and problems
 - Identifying gaps in service
 - Passing on information to the Local Authority via the SENDIASS Team Manager



6. In order to provide support to members, NE Lincs SENDIASS will:
- Support members in carrying out their responsibilities
 - Endeavour to provide and/or arrange any such training as members deem useful
 - Provide help with accessing meetings (venues, materials, formats etc)
 - Be available to members to discuss issues & problems
 - Try to keep written material to a minimum
 - Process expenses claims as speedily as possible
 - Minute all meetings through the services of NE Lincs SENDIASS Administrator
 - Provide refreshments at the meetings

Signed:

Name: (SENDIASS Team Manager) Tanya Wormald
Children's Service Manager NE Lincs SENDIASS

Date:

Signed:

Name: (Parent/Practitioner)

Date:

Steering Group NE Lincs SENDIASS

Review due: November 2019