



Steering Group Role Description for Members

1. All members are equal partners and the individual skills, knowledge & views that each member brings to the group are recognised and equally valued.
2. Members will be representatives of a range of stakeholders. A majority of the Steering Group membership shall consist of Parents/Carers/Young People or their representatives. Other membership may include persons from:
 - Parent/Carer groups
 - Disability groups
 - Local Authority services for children & families
 - Health services for children & families
 - Social Care services
 - Representatives for children and young people
3. The written terms of reference for the committee cover:
 - The purpose of the Steering Group
 - It's aims
 - Membership
 - Meetings
4. Members will:
 - Support the work of the information, advice and support service.
 - Act in the best interests of the service as defined by the Steering Group terms of reference
 - Bring to the Steering Group their own views and those of their agency
 - Give feedback to their own agency using appropriate channels
 - Identify and acknowledge with the Steering Group any conflict of interest if, and when it arises.
 - Do their best to attend each meeting
 - Notify IASK, if they cannot attend. Education, Health and Social Care representatives to arrange appropriate cover
 - Share membership with others if this has been agreed with the Steering Group
 - 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)

5. Members will not act solely in the interests of their own agency, or child.
6. The Steering Group has a role to play in helping to improve outcomes for children and young people with special educational needs and their families in Kent. In order to do this, members will use their individual and/or agency knowledge to assist in:
 - Identifying good practice
 - Raising issues and problems
 - Identifying gaps in service
 - Passing on information to the Local Authority/health in line with agreed protocols
 - Receiving information from the Local Authority/health and relaying it to their own agencies
7. The Steering Group must appoint a chair. The **chairing role** is to lead the meeting and facilitate discussion to ensure everyone is given the opportunity to contribute. This will include the following duties:
 - Develop an agenda with service Coordinator
 - Welcome attendees
 - Ensure the meeting is kept to time
 - Introduce agenda items and ensure they are discussed
 - Identify actions and outcomes to support minute taking (by IASK administrator)
 - Ensure a fair process is administered in decision making
 - Ensure the group operates in accordance with the terms of reference
8. The job description will be reviewed by the Steering group annually.

Date last reviewed: March 2026
Date of next review: March 2027