

Information, Advice and Support Kent (IASK)

IASK provides families and children and young people with special education needs (up to age 25) with timely, high quality, impartial and accurate information, and advice. IASK will provide administrative support to the Steering Group.

STEERING GROUP TERMS OF REFERENCE

The role of the steering group is to ensure that the views of children, young people and families influence the way the service is provided and to ensure it delivers value for money for Kent County Council. It does this through reviewing, monitoring, and advising the lead practitioner and the commissioners.

In particular, the steering group will:

- Aim to meet three times a year and will invite other practitioners to its meetings where this assists them to undertake their role;
- Influence the strategic direction of IASK by providing children and young people's, parental, education setting, and local authority perspectives to service developments.
- Ensure service delivery is high quality and neutral/impartial in order to maintain credibility with parents
- Monitor and evaluate the effectiveness of IASK against DfE Quality standards for the Information, Advice and Support Services
- Aim for a membership of 12 representatives, which consists of:

Chair and Vice Chair: (Parent/Carer/Young Person nominated from the group)

- Parent Carer Forum representative
- Representative from the Education Directorate
- Representative from Social Care Commissioning
- Representative from health
- IASK Co-ordinator responsible for day to day delivery

Parents/Carers/Young People to represent the broader views of children and young people:

- A minimum of six representing a range of needs and settings

Representatives from Kent's voluntary sector/charity that provides services to Kent families with SEND:

- Two charities e.g. Parent Led Charities/Special Needs Advisory and Activity Projects
- A service that can represent young people distinctly from those of their parents

Quoracy: The group should consist of at least 50% parents or young people, for the group to be quorate for decision making purposes i.e. where there needs to be a vote.

Terms of Office: Members will be appointed for a term of office to be reviewed annually.

The IASK Co-ordinator will contact the steering committee prior to the meeting to request agenda items.