

# SEND PARTNERSHIP SERVICE

Special Educational Needs & Disability (SEND)  
Impartial Information, Advice and Support  
Service for Bath & North East Somerset

**Advice Line:** 01225 394382  
10.00am – 3.00pm

**Text:** 07530 263401

**Email:**  
[send\\_partnershipservice@bathnes.gov.uk](mailto:send_partnershipservice@bathnes.gov.uk)

**Website:** [www.spsbathnes.org.uk](http://www.spsbathnes.org.uk)

**Facebook:** [www.facebook.com/spsbathnes](http://www.facebook.com/spsbathnes)



## SEND PARTNERSHIP SERVICE ADVISORY GROUP - TERMS OF REFERENCE

### SEND Partnership Service Advisory Group

The SEND Partnership Service (SPS) is confidential and offers impartial information, advice and support to children and young people with special educational needs and/or disability (SEND) and their parents/carers

SPS offers:

- Access to information to help children and young people and their families make informed decisions about their education and future outcomes
- Support for children and young people and their families to understand and contribute to SEND processes and procedures, including appeals. This could be by telephone, email or face to face with one of the SPS case workers.
- Help with preparation for SEND related meetings, including attendance at meetings.
- Signposting to useful information, advice, legal and advocacy services.
- Planned training for professionals and families related to SEND and additional needs.
- Consultation opportunities for parents/carers at the time of policy and procedural change related to SEND and additional needs.

The service complies with the SEND Code of Practice (2015) and the DfE SEND Information, Advice and Support Service Minimum Standards 2018

## **Aims and Purpose of the Group**

The aim and purpose of the Advisory Group is to ensure that Bath and North East Somerset SPS delivers a high quality service that is responsive to local need, taking into account best practice and resource allocation.

## **Functions of the Group**

The primary functions of the Advisory Group are to:

- Monitor the performance of the SPS service by receiving the Annual Report and other reports as required
- Monitor the impartiality of the SPS
- Receive reports from the Manager and the Operational Lead as necessary.
- Meet with representatives of the Local Authority to inform development of policy and procedure
- Identify ways of supporting and developing SPS work
- Promote the work of the SPS

## **Membership**

The group will comprise representation from a range of statutory services e.g. health, social care and education, the service commissioners, parents/carers of children and young people with special educational needs.

## **Meetings and reporting**

Meetings are held bi-annually during the academic year

To strengthen the impartiality of SPS chairing of the meetings will be undertaken by an Independent Chair

## **Local Authority link**

The SPS Advisory Group reports to the SEND Strategy Board — the multi-agency group that discusses all matters relating to SEND for children and young people including funding, policy and provision .

**This document can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats.**