

DIRECTORATE FOR PEOPLE

Inclusion Commission

Terms of Reference

Purpose

This document provides the Terms of Reference for the Inclusion Commission, which is required to be agreed by the key stakeholders and regular attendees of this group.

Approval

Name	Organisation Role	Signed	Date
Prof. Geoff Lindsay	Chair		
Cllr Brigid Jones			
Colin Diamond	Executive Director for Education		
Elected Member Reps			
Parent Rep			
Young Person Rep			
School/College Reps			
Maria Kidd, Commissioning Manager, CCG	Health rep		
Liz Garnham MBE	Governors representative		

TERMS OF REFERENCE

Purpose	The purpose of this Group is establish a roadmap and clear pathways for all children and young people who have SEND in Birmingham from 0 to 25 within a framework of sustainable inclusion	
Function	<p>To enquire deeply into what is currently working well and what needs radical improvement.</p> <p>To be provided, in advance of meeting, with a report that analyses BCC's performance in SEND with a list of key issues that the commission may wish to address (against the new OfSTED inspection framework).</p> <p>To call specialist witnesses from, for example, higher education, local communities, national SEND bodies, as the commission members wish.</p> <p>To undertake learning journeys to LA areas that are considered highly effective for SEND as commission members wish.</p> <p>To produce a report/strategy and SMART action plan available to the public.</p> <p>The group will request:</p> <ul style="list-style-type: none"> • Progress updates on development of the SEND Strategy/Report by January 2017 • Report on risks and issues to progress, and provide advice on how these are being mitigated • Hold each other to account. 	
Duration	Each meeting should last no more than two hours.	
Frequency	The group will meet on a monthly basis. An annual schedule for meetings will be agreed. Additional meetings can be arranged if required.	
Chair	Prof. Geoff Lindsey, Independent chair who has deep knowledge of SEND and a successful track record of successful engagement with communities.	
Attendees	<p>Cabinet Member for Children, Families and Schools</p> <p>Elected Members – one from each party to be selected by groups</p> <p>Parent representative/s</p> <p>Young person representative/s</p> <p>School/college reps – one each from EY,</p>	<p>Cllr Brigid Jones</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>

	<p>primary, secondary, special and FE</p> <p>Health rep</p> <p>Principal professional adviser to the commission</p> <p>Liz Garnham MBE</p> <p>Project Management – People Directorate</p> <p>Clerk –People Directorate</p>	<p>Maria Kidd, Commissioning Manager, CCG</p> <p>Colin Diamond, Executive Director for Education</p> <p>Governors representative</p> <p>tbc</p> <p>Judith Robinson</p>
Delegation	<p>Dates will be set in accordance with the Chair's availability. If absence of chair, X will be appointed to lead the meeting.</p> <p>Each attendee when unavailable is required to send a representative to the meeting; but all effort should be made to prioritise attendance to ensure effectiveness of the Commission.</p>	
Escalation	<p>Progress of work and / or issues to delivery will be reported to the Chair</p>	
Lifespan	<p>September 20 16 – Jan 2017, with the aim to close with a public report and action plan.</p>	
Frequency	<p>To meet monthly in September, October, November, December. A minimum of 4 meetings will take place.</p>	
Agenda Items	<p>A standard agenda will be adopted for all meetings based on the function above; however, any additional items should be forwarded to the Professional Support Officer 3 working days before the meeting.</p> <p>They will need to:</p> <ul style="list-style-type: none"> • State whether the item is for decision, discussion or information • Append the necessary paper OR if no paper is appended state whether the item is to follow, to be tabled, or to be a verbal update • An estimated time of how long the item may last 	
Recording	<p>Action notes will be produced from each meeting by the Clerk, with progress updates reviewed at the start of each meeting.</p>	
Confidentiality	<p>All information exchanged with the Group will be treated as confidential. All Disclosers and Recipients of any such confidential information shall not disclose confidential information to any third party without the prior consent of the relevant Discloser.</p>	
Review	<p>These terms of reference will be reviewed with purpose to close at point of completion of the public report – end of Jan 17.</p>	