**S.E.19 SEND Network Preparing for Adulthood Joint Working Forum**

**Background:**

The SE19 SEND Network was set up following the introduction of the SEND Reforms in 2014/15. The '19' comes from the 19 Local Areas in the South East Region and all stakeholders (education, health, social care, parent carers and young people) in SEND across these LAs are invited to take part in Network activities relevant to them. The Network is supported by DfE and the S.E. Region Association of Directors of Children's Services (ADCS) group via their Sector-Led Improvement Programme (SESLIP).

Within the Network are a number of specialist forums and working groups. The Preparing for Adulthood (PfA) forum is one of these, although its origins pre-date the Reforms.

The PfA Forum is supported by both AoC and Natspec as well as DfE (through the National Development Team for Inclusion (NDTi)) and focuses on transition and provision from 16 to 25 and preparation for choices from the earliest possible age.

**Terms of Reference**

**Frequency of meeting:**

* 3 times a year (termly) or as decided by Forum members and in line with the type of meeting being held i.e. on-line meetings may be shorter but more frequent than face-to-face ones.

**Purpose of meeting:**

The Forum aims to improve outcomes for young people by meeting together as a partnership of equals to:

* Develop a shared, strategic overview of progress, challenges and solutions in post-16 services and education provision across the S.E. Region
* Share best practice, ideas and solutions and encourage collaborative working between LAs and Colleges with the purpose of improving outcomes for children and young people with SEND
* Focus on priority areas and emerging themes as identified by the Forum or requested by the wider Network
* Offer topic based meetings and workshops, with input from members wishing to share good practice and new initiatives and inviting speakers to address issues identified
* Develop Regional solutions, information and responses, such as amalgamated data and draft policy frameworks, through meetings and task and finish groups
* Escalate shared issues, where agreed appropriate, via bodies such as DfE, AoC, Natspec and ADCS
* Develop a trusted network that can provide informal and formal support and challenge to develop SEND practice and provision

**Principles of meeting:**

* A clear focus will be maintained on achieving improved outcomes for young people with SEND
* The opinions and views of all members will be respected and treated in a professional manner, providing a safe space for exploration and discussion
* Members will feedback and share learning with their home organisation

**Ownership:**

* The group will be part of the S.E.19 SEND Regional Network
* It will be co-Chaired by one FE and one LA representative, nominated by the Group for a 2 year tenure, with support from the S.E.19 SEND Network Co-ordinator
* It will be managed and maintained by a Steering Group consisting of the Co-Chairs, the Network Coordinator and a small number of key representatives

**Membership:**

* One nominated representative from each local authority and post-16 education provider organisation working within the S.E. DfE region to attend each meeting. This person to link to other SEND staff within their organisation\*
* AoC Regional Representative
* Natspec Regional Representative
* National Network of Parent/Carer Forums Regional Representative
* SE19 Designated Clinical/Medical Officer (DCO/DMO) Group Representative
* SE19 Designated Social Care Officer (DSCO) Group Representative
* DfE Post-16/ PfA Unit Representative
* DfE SEND Adviser for Region
* NDTi Preparing for Adulthood Representative for Region
* Other representatives or individuals for specific meetings, as appropriate to the agenda

\* The Forum wishes to encourage participation from both LAs and Colleges across the SE Region whilst maintaining the meeting at a size that supports meaningful interaction. Both are asked to nominate the minimum number of named people for each meeting to achieve this.

**Reporting:**

* One nominated Group member to be part of the S.E.19 SEND Network Steering Group, reporting on behalf of and back to the Forum
* Notes from meetings will be available on the SE Region DCS Sector-Led Improvement Programme (SESLIP) website
* All members will act as reporting conduits to and from their own organisations