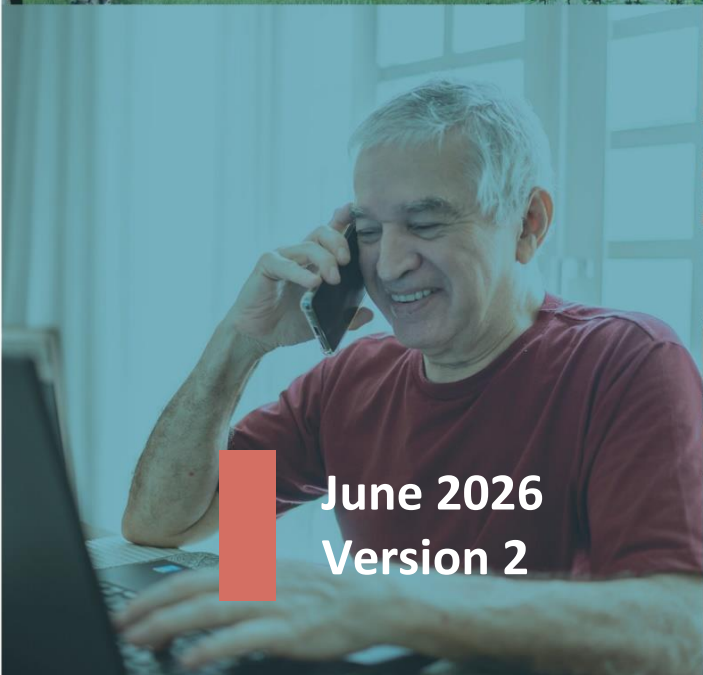




Terms of Reference SEND Local Offer Working Group.



**June 2026
Version 2**



Introduction, Principals and Purpose:

The Local Offer provides information, support and signposting for children and young people with special educational needs and disabilities (SEND) and their families.

Every local authority is responsible for writing a Local Offer and making sure it is available for everyone to see.

Local authorities must publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans. In setting out what they 'expect to be available', local authorities should include provision which they believe will be available.

The Local Offer has two key purposes:

- **To provide clear, comprehensive, accessible and up-to-date information** about the services, support and provision available for children and young people with SEND, and how these can be accessed; and
- **To ensure provision is responsive to local needs and aspirations** by directly involving children and young people with SEND, their parents and carers, and service providers in the development, review and continuous improvement of the Local Offer.

These purposes are set out in the SEND Code of Practice (2015), paragraphs 4.1–4.2.

Role of the Local Offer Working Group

The purpose of the Local Offer Working Group is to oversee the development, review, and continuous improvement of the SEND Local Offer. Working collaboratively with young people, parents and carers, professionals, and service providers, the group ensures that the Local Offer is co-produced, accessible, accurate, up to date, and transparent.

The group supports the delivery of SEND Strategy priorities by regularly reviewing Local Offer content and identifying opportunities for improvement. The views and experiences of children and young people are represented through the SEND Youth Council, helping to ensure that the Local Offer reflects lived experience and responds to local needs.

This role enables the Local Offer to remain a reliable source of information, support, and signposting for children and young people with SEND, their families, and professionals.

LOCAL OFFER

Core Principles

COLLABORATIVE

Collaborative – the Local Offer must involve parents, Children and Young People in developing and reviewing the Local Offer. Service providers must also be incorporated.



Aims and objectives:

The Local Offer Working Group aims to:



ACCESSIBLE

The Local Offer should be easy to understand, factual and jargon free. It should be structured in a way that relates to young people and parents needs for example age groups or types of provision. It should be well signposted and publicised.

Ensure the Local Offer provides clear, accurate and supportive information for children and young people with SEND, their parents and carers, and professionals.

COMPREHENSIVE

Parents and Young People should know what support is expected to be available across education, health and social care from 0 – 25 years and how to access it.



Eligibility criteria for services where relevant and make it clear where to go for information, advice and support, as well as the process for making complaints and appealing decisions.

Enable children and young people to contribute to the review and development of the Local Offer through the SEND Youth Council.

Promote the principles that underpin the Local Offer:

- Collaborative
- Accessible
- Comprehensive
- Up to date
- Transparent



UP TO DATE

When parents, carers, young people and professionals access the Local Offer it is crucial the information is up to date.

Support compliance with statutory duties outlined in the Children and Families Act 2014 and the SEND Code of Practice (2015).

TRANSPARENT

The Local Offer should be clear about how decisions are made and who is accountable and responsible.



The Working Group includes representation from the below organisations/partnerships as part of its commitment to co-production with families of children and young people with SEND.



WWW.MKSENDLOCALOFFER.CO.UK

Membership and Attendance:

The Local Offer Working Group will meet once per half term. Additional task and finish groups may be established to progress specific projects arising from SEND Strategy workstreams. These groups will be arranged and agreed by the relevant workstream Chairs. Membership will seek to reflect a broad range of stakeholders and may include, but is not limited to:

- SEND Local Offer Team members
- SENDIASS representative
- Sensory Team representative
- Specialist Provision representative
- Primary school representative
- Secondary mainstream representative
- Early Years Quality and Participation Officer (Sufficiency, Access and Attendance)
- Public Health Principal – Children and Young People
- PACA MK representative
- Early Years representative
- Educational Psychology representative
- Post-16 representative
- Social Care representative
- SEND Youth Voice (My Voice Counts)

Standard agenda items

- Welcome, apologies and introductions.
- Review of actions from previous meeting.
- SEND Strategy workstream updates.
- Content development and identification of information priorities for children, young people and families.
- Universal Offer review and content assurance.
- Communications and marketing, including promotion of the Local Offer.
- Quality assurance, including review of feedback and service improvements.
- Technical development and website enhancements.
- Compliance review. *
- Any Other Business.

*Compliance Review – review the Local Offer against statutory requirements set out within the Children and Families Act 2014 and the SEND Code of Practice (2015), ensuring information remains accurate, accessible and compliant.

Each session will have an appointed Chair and Minute taker, these minutes will be shared with the group following the meeting to share any actions to be completed.

Outputs and Reporting

The Local Offer Working Group will:

- Monitor and review Local Offer content.
- Identify opportunities for improvement based on feedback from children, young people, parents, carers and professionals.
- Support the implementation of relevant SEND Strategy priorities.
- Escalate significant issues or recommendations to the appropriate SEND governance group.