



## **Volunteer Advisory Group – Independent Chair**

### **The Requirement:**

Department for Education and Council for Disabled Children approved Minimum Standards 2018:

1.7 The Governance arrangements outline a clear management structure, encompassing **a strategic manager** within the IASS and a steering group or **advisory body** which includes representatives from service user groups and key stakeholders from education, social care and health.

Being monitored by an **independent** Advisory Group enhances the service's impartiality and at arm's length operation from the LA/ICB. The Advisory Group has a role in challenging the service's delivery to ensure that it has strategies in place and evidence of being at arm's length, confidential, accessible and impartial. It is also a group that can represent, champion and promote the role of Sendiass Cornwall (SC).

### **The Terms of Reference**

**The aim and purpose of the Advisory Group** is to ensure that Cornwall & Isles of Scilly delivers a high-quality service that is responsive to local need, taking into account best practice and resource allocation.

### **The primary functions of the Advisory Group are to:**

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

### **Role of the Independent Chair – this is a voluntary role which -**

Leads and manages the business of the Advisory Group

Chairs Advisory Group meetings

Can meet, consult with and influence representatives of the Local Authority/ICB and other stakeholders, as required

Offers guidance and assistance to the manager of the service on a monthly basis. Proactively raises, challenges and appraises opportunities and issues for SC delivering a statutory service for Cornwall & the Isles of Scilly.

### Role Requirements

This voluntary role requires someone who:

Is impartial and at arm's length from the LA/	
Is conversant with Local Authority and ICB commissioned and contracted service delivery	
Has experience of information, advice and support services that deliver to the public (not for profit), grant funding and quality assuring service performance	
Has experience of the delivery of statutory support services to families, especially the vulnerable and hard to reach	
Has an understanding of Special Educational Needs and Disability services, protocols and provision for children and young people 0 – 25 years within and LA/ICB context	
Is able to lead, motivate and support the strategic manager of the service on a regular basis.	
Is able to lead, manage and chair the SC Advisory Group compliantly for Cornwall & the Isles of Scilly	
Will take opportunities to advocate for SC and champion the service with the LA/ICB and a range of stakeholders	
Is able to influence and challenge the LA/ICB and stakeholders to highlight developments, challenges or issues arising from the service	