

## Terms of Reference

Meeting Name	Health Local Offer Workstream
Type	Task and Finish Group
Purpose	<p>Within the SEND and Alternative Provision Strategic Improvement Plan, one key area for improvement is <i>'leaders across the partnership ensuring that practitioners are better placed to support children, young people and their families'</i>, which includes <i>'rewriting and coproducing content on the Local Offer with professionals, young people and parent/carers'</i>.</p> <p>A Task and Finish Group will be established from June 2025. This group will bring together health practitioners, the local authority, parents/carers and young people (where appropriate) to identify, prioritise and spread actions to develop the health local offer.</p>
Scope	<p>The task and finish group will bring together a breadth of experience, expertise and perspective from across Hounslow to:</p> <ol style="list-style-type: none"> <li>Review the current health section of the local offer</li> <li>Identify and prioritise actions to develop/improve the health section of the local offer to best meet the needs of children/young people and parents/carers in Hounslow.</li> <li>Provide expert insight as the local offer develops, including reviewing any emerging actions, advising of any gaps and how the local offer will help to meet the needs children/young people and parents/carers.</li> <li>Ensure that key areas outlined in the 'SEND Code of Practice' are included within the local offer</li> </ol>
Authority	<p>This meeting will be used to ensure that information within the health local offer is relevant, up to date and accessible. It will also be used to identify and address any gaps.</p> <p>Any issues identified that have a financial impact on any individual member, organisation or place, or that introduces new or changed services for providers, would need to be approved through formal governance routes.</p>
Membership	<ul style="list-style-type: none"> <li>Local Offer Communications Coordinator (Joint Chair)</li> <li>Designated Clinical Officer for Hounslow (Joint Chair)</li> <li>Healthcare Providers</li> <li>Parents and carers of children and young people with special educational needs and/or disabilities.</li> <li>Young People (Preparing for Adulthood section)</li> </ul> <p>The group may wish to invite other members to join where relevant to the discussion of relevant agenda items.</p>
Meeting arrangements	<p>Frequency: monthly / 6 weekly</p> <p>Format: Hybrid - Meetings will be held in-person with the option for members to also join remotely</p> <p>Duration: 1 hour</p> <p>Notes: MS word/excel used for notes and action tracking</p> <p>Chair: Local Offer Communications Coordinator / DCO for Hounslow</p> <p>Agenda / action log: to be circulated one week in advance of meeting</p> <p>Standing items: Welcome and apologies Action Log Review of Local Offer AOB</p>

Reporting	Director of Lifelong Learning, Skills and Employment in Hounslow
Resources and budget	The membership will operate within their existing roles and portfolios.
Review	<p>The Health Local Offer Work stream will gather feedback and review its impact and effectiveness on an ongoing basis.</p> <p>The aim is for the group to have fulfilled its objectives within 6-9 months.</p>