

# Local Area SEND Partnership with Greenwich Parent Carer Participation Forum

Memorandum of understanding

October 2022



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# 1 Background

1.1 This Memorandum of Understanding (MoU) forms the basis of an understanding between the Greenwich Parent Carer Participation Forum (GPCPF) and the SEND Local Area Partnership including Royal Borough of Greenwich (RBG), Oxleas NHS Foundation Trust and South East London Integrated Care Board (Greenwich).

1.2 It is an equal partnership for the mutual benefit of all parties involved in line with statutory duties under the Children and Families Act 2014 Section 19.

1.3 The SEND Code of Practice: 0-25 years (2015) highlights the statutory duties for Local Authorities to ensure coproduction with children and young people with SEND and their families at two levels: the individual level in regards to a child's specific support as well as at a strategic level which states that children and young people with SEND, and their parents, must be involved in discussions and decisions about local provision.

**Please note: there is a difference between co-production and participation: participation means being consulted while coproduction means being equal partners and co-creators**

# 2 Partnership aims and objectives

2.1 The overarching aim of this partnership is to established the parties' commitment to collaboration, joint outcomes and innovation in planning of services for children (C) and young people (YP) with special educational needs and disabilities (SEND)

This MoU defines and formalises the relationship between the parties and sets out their roles and responsibilities within the spirit of co-production

2.2 Specific objectives for the partnership are:

2.2.1 Commit to developing a partnership based on trust and open and transparent dialogue.

2.2.2 Respect confidentiality.

2.2.3 Engage in a Solution Focused approach

2.2.4 Build upon and not duplicate or seek to replicate existing work completed by wider stakeholders both nationally and locally.

2.2.5 Jointly own the partnership, and the risks and outcomes associated with the partnership. Constructively challenge one another whilst working together to provide effective and innovative solutions using available resources creatively.

2.2.6 Commit to regular partnership meetings, where progress with planned work and potential new developments can be reviewed and discussed.

### **3 Partnership activities**

3.1 Activities to be delivered by the partnership are:

#### **Greenwich Parent Care Participation Forum will:**

3.1.1 Act as the commissioned, statutory forum as the strategic lead to provide parent carer feedback on services, offer constructive challenge to current services and input co-production of new and future services and input into decision making about existing services and provisions.

3.1.2 Continue to promote and increase membership to have a diverse membership which is representative of the varying and different needs and lived experiences of our families with from children and Young People with SEND and their parent/carers' from all backgrounds and sectors of the community

3.1.3 To endorse positive working relationships between families and professionals, seeking to build confidence in Parent Participation, leading to realistic expectations about the provision of services based on a greater understanding of shared challenges.

3.1.4 Facilitate the effective participation of parents and carers in seeking the views of parents and involving them in the review design and development of services for children and young people with disabilities and their families, across education, health and social care

#### **Local Area SEND Partnership will:**

3.1.5 Engage with the GPCPF to enable them to participate as active and equal contributors to the planning of services and provision for Children and Young People with SEND and their families.

3.1.6 Work with and through the GPCPF to ensure the wider views of parents/carers are heard, as opposed to individual voices, on all strategic planning groups.

3.1.7 Ensure that Children and Young People with SEND and their families have the information, support and training they need to take part in service planning.

3.1.8 Ensure everyone is treated with fairness and respect, and that any barriers to participation are identified, and every effort is made to find positive solutions.

3.1.9 Ensure open and transparent processes when planning services.

3.1.10 Support the forum practically at an appropriate level to ensure effective engagement and participation.

3.1.11 Ensure plans for securing the views of children and young people with SEND on strategic plans are communicated to the forum.

3.1.12 Ensure information about key plans or changes to all services that affect the families of children and young people with SEND is communicated effectively to parent carers

3.1.13 Be accountable for the identification of service developments where co-production and partnership is appropriate with GPCPF at the earliest possible stage, providing GPCPF with at least a month's notice of a request for involvement and allocating sufficient resources to facilitate such involvement.

3.1.14 Take positive action to ensure that forum membership and activity is communicated to parent carers of Children and Young People with SEND

3.2 Together the partnership commit to the following standards to facilitate parent carer participation:

- a) all meetings where possible will be during school hours, in accessible and safe venues
- b) Have clear Terms of Reference, including membership
- c) Have clear agendas distributed with all papers, printed if appropriate, in sufficient time
- d) Have papers that are jargon-free and in plain English
- e) Are arranged with at least 2 weeks' notice whenever possible
- f) taking into account the needs of working parents

3.3 Activities will be reviewed annually to ensure that they are being delivered as agreed, and that they are having the intended impact.



## 4 Monitoring

4.1 All partners commit to ongoing monitoring, with the aim of ensuring accountability and performance against milestones.

## 5 Designated partnership leads

5.1 Each partner will appoint a senior member of staff to lead on the work of the partnership.

## 6 Partnership governance and oversight

6.1 The Partnership will be governed through the SEND Strategic Managers Group.

### Signed on behalf of *Royal Borough of Greenwich*



.....Tracy Russell, Senior Assistant Director Inclusion Learning & Achievement Date ....01/12/2022

### Signed on behalf of **South East London Integrated Care Board (Greenwich)**



..... Date .....1/12/22  
Neil Kennett-Brown, Chief Operating Officer, Greenwich, SEL ICB

### Signed on behalf of *Greenwich Parent Carer Participation Forum*

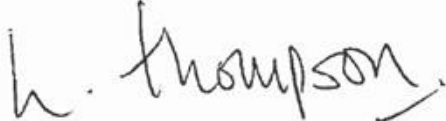
**KAFAYAT ELETU Chair.**

**25/11/22**

..... Date .....

[NAME, POSITION]

**Signed on behalf of Oxleas NHS Foundation Trust**



Lisa Thompson, Service Director CYP Date ..... 23.01.2023 .....  
[NAME, POSITION]