

## Terms of Reference

### SEND TRAVEL GROUP – established November 2015 DRAFT

#### **Purpose of group**

To oversee the implementation of the Travel Assistance Policy and develop new ways of working in providing transport to the cohort of children and young people with EHCPs / Statements

#### **1. Principles**

- To learn from best practice
- To listen to the customer experience and make improvements
- To co design new ways of meeting our statutory responsibility for travel assistance for those children with an EHCP / Statement

#### **2. Tasks**

- To make changes as required to Travel Assistance Policy following consultation and implementation
- To propose changes in the light of customer experience and best practice
- To monitor the systems and processes for requests and travel allowance payments and implement changes as necessary
- To take budget considerations into account when improving the customer experience
- To consider VFM and effective use of the transport budget when proposing changes
- To develop and implement independent travel training through schools and other groups for age 14 +
- To implement new improved ways of working digitally to further support independent travel for age 14+
- To explore better ways of working with other transport requirements eg short breaks

#### **3. Membership**

##### **Chair**

Area Education Officer with lead for SEND

## **Members**

Family Voice Surrey

Transport Delivery Manager

Post 16 SEND Commissioning Manager

Procurement

Finance accountant – lead for transport

Representative from Digital solutions

Representative from New Models of Delivery

Service head for CWD

Transition Development Manager (joint post across CWD and Adults)

SEND Engagement Officer 0-25

## **5. Frequency**

Quarterly                      Oct, January, March, June ( in year one this will be May and June)

## **6. Reporting**

This group cuts across the 4 workstreams of the SEND 2020 programme

Hence will report to the SEND programme board

In addition

Representatives should ensure they report from and back to the groups they represent