

**Strategic Co-Production for Commissioning Group**

**Terms of Reference**

**Frequency of meeting:**

Three times a year

**Purpose of meeting:**

* To lead, champion and demonstrate Co-production at a regional and national level
* To share progress, good practice, challenges and solutions on how Co-production is working at a strategic and operational level in the S.E region
* To support the embedding of Co-production across service design, development and commissioning
* To encourage Commissioners and other key influencers to use Local Offer information and feedback when making commissioning decisions
* To develop a trusted network that can provide informal and formal peer support and challenge to increase confidence and expertise in co-production across SE19
* To support and influence the development of the Local Offer to contain all SEND provision in each local area

**Membership:**

* The meeting will be Chaired by a strategic lead from a Local Authority and the NNPCF SE Region Representative
* Up to three nominated representatives from each Local Area, to include commissioning, a parent carer and young people’s participation lead
* Other local area members as appropriate to the agenda

**Reporting:**

* Co-ordinating Local Area and S.E. NNPCF Steering Group Member to report back to and from the SE19 SEND Regional Steering Group
* Key outcomes from meetings to be fed into NNPCF Steering Group
* Minutes will be shared on the South East Sector Led Improvement (SESLIP) website

**Ownership:**

* The group to be co-ordinated by a Local Authority (currently West Sussex) in partnership with S.E. NNPCF Steering Group Member.
* Any SE19 area can nominate themselves to become the Chair/Co-ordinator on an annual basis