

Memorandum of Understanding

Between

The Bromley Independent Support Consortium

and

The London Borough of Bromley and Information, Advice and Support Service, Bromley

This Memorandum of Understanding (MOU) sets out the terms and understanding between The Bromley Independent Support Consortium, the London Borough of Bromley and Information, Advice and Support Service, Bromley to deliver the Bromley Independent Support Service.

Background

The Department for Education (DfE) asked the Council for Disabled Children (CDC) to procure services with a number of independent voluntary, community and private organisations with local knowledge and expertise to deliver an Independent Support service in each local authority area from 1st September 2014.

Delivery of the service required Independent Supporters to be identified, trained and available across each local authority area in England to support the parent¹ or young person during the Education, Health and Care (EHC) assessment and planning process, which became statutory in September 2014.

A Memorandum of Understanding is required as part of the service delivery contract.

Purpose

This MOU outlines the role of each partner and how they will work together to deliver Bromley's Independent Support Service.

The Local Borough of Bromley is responsible for conducting SEN assessments and putting in place EHC plans. The Local Authority will work in partnership with the Information, Advice & Support Service, Bromley and the Bromley Independent Support Consortium to provide Independent Supporters and help identify families in most need of support.

The above goals will be accomplished by each partner undertaking the following activities:

Bromley Independent Support Consortium

- overall management of the CDC funded Independent Support service
- contract management, monitoring and returns

¹ The term 'parent' includes family members and those with caring responsibilities.

- employment of a full-time Senior Independent Support Co-ordinator and a full-time Independent Support Worker
- management of the Volunteer Independent Parental Supporters (VIPS)
- receipt of referrals
- ensuring that age, ethnicity, SEN, disability, school and locality are considered when selecting the Independent Supporters and VIPS
- provision of specialist, impartial and independent advice and expertise
- joint facilitation of Steering Group meetings
- workshops jointly facilitated with IS staff
- development and management of a virtual information hub which will be family friendly and offer an online forum, social media, FAQs, and webinars
- peer and one-to-one support for disabled young people and parents
- easy read information for people with learning disabilities
- signpost to relevant organisations as necessary

The London Borough of Bromley will

- have overall management of the statutory assessment process
- work closely with the Bromley Independent Support Consortium and the Information, Advice and Support Service, Bromley to ensure clarity, consistency and realistic expectations in service delivery as we move from one statutory system to another
- ensure that parents are fully aware of the Independent Support Service and how to access the services they provide
- be part of the Steering Group and attend these meetings on a regular basis
- provide specialist advice to parents through signposting, professional attendance at meetings and individual parent multi-agency meetings where appropriate
- ensure support in training of the IASS and the VIPS managers and staff through involvement in local training programmes
- ensure disagreement resolution is in place to resolve disagreements at an early stage
- ensure the offer of mediation is provided where appropriate
- work closely with the Independent Support Services to ensure parent, child and young person friendly information is available in a timely manner

Information, Advice and Support Service, Bromley

- overall management of the CDC funded IASS Independent Support service
- contract management, monitoring and returns
- management, supervision and training of the Service's Independent Supporters
- provision of 1-1 and group support for parents and young people
- referral acceptance from the IS Consortium where disagreements arise
- provision of information on legal duties
- provision of 1-1 support where support is required around disagreement resolution, mediation and SEND Tribunals
- joint facilitation of Steering Group meetings

- workshops jointly facilitated with IS staff
- development of a range of legally checked information leaflets covering all aspects of the EHCP process
- easy read information leaflets for children and young people
- one-to-one support for disabled young people and parents

Confidentiality

All parties involved in Independent Support, whether employed by Bromley Council, the voluntary sector or on a voluntary basis, will maintain confidentiality at all times. No confidential details will be shared outside of the Steering Group unless families, carers or young people have given their permission to do so. Confidentiality will only be broken if a safeguarding matter is raised as a concern.

Reporting

Evaluation of effectiveness and adherence to the agreement will take place through the Bromley Independent Support Steering Group.

Funding

This MOU is not a commitment of funds.

Duration

This MOU is at-will and may be modified by mutual consent of authorised officials from the London Borough of Bromley, Bromley Information, Advice and Support Service and the Bromley Independent Support Consortium. This MOU shall become effective upon signature by the authorised officials from the above three partners and will remain in effect until modified or terminated by any one of the partners by mutual consent. This MOU shall end on 31st March 2016.

Contact Information

Partner name Bromley Mencap

Partner representative Eddie Lynch

Position Chief Executive

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Partner name The London Borough of Bromley

Partner representative Mary Cava

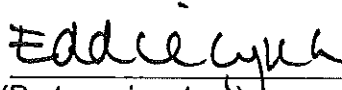
Position SEND Reforms Implementation Manager

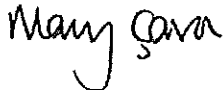
Address Education, Care and Health Services, Civic Centre, Stockwell Close, Bromley, BR1 3UH

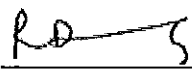
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Partner representative Rachel Dunley
Position Manager
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 Date: 26. 11. 14
(Partner signature)
(Eddie Lynch, Chief Executive, Bromley Mencap)

 Date: 26.11.2014
(Partner signature)
(Mary Çava, SEND Reforms Implementation Manager, London Borough of Bromley)

 Date: 26.11.2014
(Partner signature)
(Rachel Dunley, Manager, Information, Advice and Support Service, Bromley)