

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

Friday 28th May 2021 12.30 – 2.30 pm
Via MS Teams

Please find Microsoft Team meetings support guidance below:

- MT Training: Videos and beginners guide:
 - <https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
 - <https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365>
- Video Conferencing etiquette; Please....
 - Mute yourself when not speaking. (*background noise can be distracting and mask other speakers*)
 - Be on time; ideally a few minutes early. (*the meeting will start at the allotted time*)
 - Check that your technology works correctly before the meeting.
 - Enable your camera. (*we would love to see you*)
 - Try not to sit with your back to a window. (*the glare might make you a silhouette*)
 - Do not take other calls if you can help it (*it is easy to miss vital points when we are concentrating on other things*)

FINAL AGREED MINUTES

Agenda Item		Lead
12:34	<p>1. Welcome and introductions</p> <p>MM opened the meeting with a welcome to members and NF who was replacing AC.</p> <p>Apologies were noted and received from CC, KR and AC.</p>	Michael Marks
12:35	<p>2. Minutes of the last meeting</p> <p>The minutes from the previous meeting were read and agreed as correct.</p>	Michael Marks
12:37	<p>3. Current perspective from partners</p> <p>PD updated the meeting with some interim arrangements as the CCG moves towards ICS model in March 2022:</p> <ul style="list-style-type: none"> - Helen Farmer has been appointed Interim Director of Children & Young People & Learning Disabilities; with the focus of enhancing the children's agenda across Mid and South Essex and Southend. - Caroline McCarron is now the Assistant Alliance Director supporting and providing capacity for PD but will retain CCG oversight re the SEND agenda <p>JOL provided an update following the recent local elections:</p> <ul style="list-style-type: none"> - Councillor Laurie Burton replaces Councillor Anne Jones as the lead member for Children Services - Councillor Anne Jones retains lead responsibility for early years, children's centres and A Better Start Southend - Councillor James Courtney replaces opposition Councillor Helen Boyd <p>Members of SSSPB and SSIF are keen to make introductions to Councillor Laurie Burton. MM suggested CJ work on a coordinated timetable to accommodate this.</p>	Michael Marks

	<p>BM provided some verbal feedback on the recent CQC and Ofsted SEND Written Statement of Action (WSOA) revisit and confirmed that the letter with the findings from the revisit should be published some time w/c 21st June 2021. The final findings will feed into future work plans and strategies already being drafted.</p> <p>MM gave thanks to everyone and their teams who participated and contributed both during and prior to the revisit.</p> <p>SD reported that SSIF were pleased to be involved in the revisit and felt like partners in the process by providing information and having the opportunity to put forward honest and open views from their members.</p> <p>PD reflected on the revisit and how the partnership had matured. Once the outcome is published there needs to be support from all partners to move key actions forward.</p>	
12:52	<p>4. My life: lived experience, views and wishes from a child and/or their family.</p> <p>*Evie's story was discussed with the following comments:</p> <ul style="list-style-type: none"> - Its moving to hear Evie's story and the impact of relationships and the importance they have on the support she receives and the progress she makes. Going forward we need to understand how common is this – is this the experience of all young people? - Its powerful to have stories which help to consider if the current systems work and to act upon feedback to improve what we do. - Based on her views Evie is working with the Local Offer Team and other young people on supporting the development of a young person's annual review guide including a braille version. <p><i>*name has been changed</i></p> <p>Wider discussion took place on capturing the voice of the child or young person with key agreements:</p> <ul style="list-style-type: none"> - The Voice of the Child task and finish group should coordinate and drive improvements in the collecting and acting on young people' voices. - Agree there should be a whole person approach but with a focus on specific areas where needed. For example connecting user stories to agenda items at board. - Children & young people must lead on how they want to be heard. - Seek out innovative ways to engage with young people with opportunities for them to influence change. - Children & young people must receive feedback about their input to understand how they make a difference - Capture regular practice in schools where the voice of children and young people is gathered; schools surveys, Annual Reviews etc - Map what feedback is gathered; how to make best use of feedback and how does this shape the future offer <p>Action: JB & SEND Scrum to reinvigorate the work and direction of the Voice of the Child task & finish group. Present to the next SSSPB meeting a paper including innovative ways of engaging with children & young people and a proposal as to how this work is taken forward.</p> <p>Agreed – MM as chair of SSSPB will write to children & young people who have shared their stories to feedback on how they have shaped future work. Communications will be disseminated to children & young people via GB.</p>	Gary Bloom
1.15	<p>5. Quality & Outcomes Framework</p>	Gary Bloom

	<p>Partners across health, education and social care have taken part in several task and finish group meetings with the support of CBr to produce the document being considered. GB is now leading on this work. The draft framework was shared as part of the evidence for the revisit.</p> <p>The document was considered with comments noted:</p> <ul style="list-style-type: none"> - It is an evolving, live document, rather than a final document for sign off. - Agreement still to be reached on KPI's across partnership especially from a health perspective. - Resources are needed to take this work forward – who will analyse the evidence base and determine if impact is being made - Presentation for a wider group is still to be determined. - What does this document mean for parents and if this will be published consideration is needed for easy to read indicators <p>Agreement that the framework will be an internal document to support the sharing of evidence and information through the governance groups. SENDOPS should scrutinise the data and intelligence with regular reports to SSSPB who will determine progress and provide recommendations.</p> <p>Feedback from SSSPB will underpin and shape future work driven by SENDOPS. SSIF as partners in the groups and board are recognised as providing the important perspective, views and challenge on what future work means to parents and families.</p> <p>BM will present 6 key partnership indicators from the Quality and Outcomes Framework to the Children's Improvement Board (CIB). Feedback from CIB will be shared at the next SSSPB meeting.</p> <p>Action - Circulate to SSSPB members the list of partners of the T&F group</p> <p>Action: A paper on agreeing the framework to be presented at the next meeting. This will include proposed key performance indicators and recommendations on how the work can be sustained and maintained outside of a T&F group.</p>	
1.25	<p>6. Future Work</p> <p>Board approval was sought for the emerging themes / priorities and a scope for the SEND Strategy. The accompanying paper was considered with the following notes:</p> <p>Additional sources of information will inform the strategy.</p> <ul style="list-style-type: none"> • Elements from original WSOA • Revisit feedback and the work to be taken forward • SEF feedback and the work to be taken forward • Use feedback from the revisit parent survey <p>There are tight timescales to achieve the new strategy therefore coproduction activity will take place within and from existing groups / meetings that are taking place over the next month.</p> <p>Dates for CCG governance oversight and input are missing within the proposed timescale.</p> <p>Action: Members were asked to share the paper within their teams for additional input and feedback on the priorities. Returning views to BM no later than 15/6/21</p> <p>Action: Board members to bring any issues back to the board if they don't have opportunities to feed into timelines / need flexibility</p>	Brin Martin

	<p>Agreed – the strategy should be a usable document, short and visual with a detailed but sharp action plan</p> <p>Action: SEND Scrum to take forward the priorities and word them in an outcome based way</p> <p>Action – BM to provide an update at next board with a draft version of the strategy</p>	
14:05	<p>7. Publication of Minutes</p> <p>The draft publishing protocol was considered and agreed with minor amendments.</p> <p>Agreement reached that papers and minutes of the SSSPB will be published on the Southend democracy site.</p>	Brin Martin
14:12	<p>8. SEND Operations Group highlight report</p> <p>No questions raised following the report.</p>	Brin Martin
14:17	<p>9. Joint Commissioning Group Highlight report</p> <p>Comments made in light of the report:</p> <p>Section 75 needs to be signed off asap. Agreement to discuss updates outside of this meeting to progress this.</p> <p>The Neurodevelopment guide has completion date of July 2021 – not July 2022</p> <p>Additional detail around the commissioning framework, pooled budgets and commissioning of the Local Offer website are detailed on the commissioning forward plan.</p>	Caroline McCarron
2:24	<p>10. Actions and feedback:</p> <p>The action log was updated</p>	Michael Marks
	<p>11. Any other business</p> <p>None raised</p>	
2:33	<p>12. Future meetings and agenda items:</p> <p>Dates and times of future meetings:</p> <p>5th July 2021 10am – 12 noon</p> <p>The schedule of meetings for the next academic year will be circulated to members ahead of the next meeting and will be agreed in line with the other governance groups.</p>	
2:35	Close	

Attendance				
	Name	Job Title	Organisation	
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend Borough Council	MM
Deputy Chair	Patricia D'Orsi	NHS Alliance Director	Castlepoint & Rochford CCG & Southend CCG	PD
	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
Members	Brin Martin	Director of Learning	Southend Borough Council	BM
	Caroline McCarron	Associate Director of Integration and Partnerships	NHS Southend CCG	CM
	Gary Bloom	Head of SEND	Southend Borough Council	GB
	Clare Costello	Secondary School Head Representative	Shoeburyness High School	CC
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Jeff Banks	Director	A Better Start Southend	JB
	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Samantha Delve	Secretary	Southend SEND Indep. Forum	JR
	John O'Loughlin	Director of Children's Services	Southend Borough Council	JOL
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
	Krishna Ramkhelawon	Director of Public Health	Southend Borough Council	KR
	Lynn Scott	Head Adult Social Care	Southend Borough Council	LS
	Owen Richards	Chief Officer	Healthwatch	OR
Guests	Carole Brooks	Independent Advisor	Carole Brooks Associates	CB
	Nicky Ficken	Communications Lead	Southend SEND Indep. Forum	NF
Apologies	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Owen Richards	Chief Officer	Healthwatch	OR
	Krishna Ramkhelawon	Director of Public Health	Southend Borough Council	KR
	Clare Costello	Secondary School Head Representative	Shoeburyness High School	CC
Not in attendance	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
	Lynn Scott	Head Adult Social Care	Southend Borough Council	LS
Administration	Carron Jacobs	SEND Project Officer	Southend Borough Council	CJ

