

Southend SEND Partnership Board Action Log updated 28.05.2021

Action No.	Description	Owner	Date Added	Due Date	Status
12	Produce a Quality & Outcomes Framework reporting template.	Q&OF T&F GROUP	20/01/2021	1/3/2021 05/07/2021	Open
24	A short report to outline priorities, wider programme of communication and engagement.	CM/Comms Group	25/03/2021	28/05/2021 05/07/2021	Open
25	Ensure Comms group includes a broad cross section of representative partners	CM	25/03/2021	28/05/2021 05/07/2021	Open
27	Capture and share details of local activities and support available for families	SSIF and Local Offer Team	25/03/2021		Open
32	SEF to be considered and signed off by the Board at the next Board meeting.	CBr/GB/CM	25/03/2021	28/05/2021 05/07/2021	Open
33	CJ work on a coordinated timetable to accommodate board members with an introduction to Cllr Burton.	CJ	28/05/2021	05/07/21	Open
34	Present to the next SSSPB meeting a paper re Voice of Child work- to include innovative ways of engaging with children & young people and a proposal as to how this work is taken forward	JB & SEND Scrum	28/05/2021	05/07/2021	Open
35	Present to the next SSSPB meeting a paper on agreeing the Q&O framework to include proposed KPI's and recommendations on how the work can be sustained and maintained outside of a T&F group	GB	28/05/2021	05/07/2021	Open
36	Members to share the paper re proposed priorities within their teams for additional input and feedback to BM	All	28/05/2021	15/06/2021	Open
37	Members to bring any issues back to the board if they don't have opportunities to feed into timelines / need flexibility	All	28/05/2021	15/06/2021	Open
38	SEND Scrum to take forward the priorities and word them in an outcome based way	SEND Scrum	28/05/2021	05/07/2021	Open
39	BM to provide an update at next board with a draft version of the strategy	BM	28/05/2021	05/07/2021	Open