

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Tuesday 5th October 2021 12.00 - 2pm
Via MS Teams**

FINAL AGREED MINUTES

Agenda Item	Lead
<p>12.00</p> <p>1. Welcome and introductions CJ advised that apologies had been received from Owen Richards, Anna Cheeseman, John O'Loughlin and Jackie Mullan. Allette Pryce is attending in place for John O'Loughlin.</p> <p>MM informed the meeting that guest Maggie Atkinson, the independent chair and safeguarding advisor to the Southend Strategic Safeguarding Partnership will be joining the Board meeting to observe the meeting to understand the work being done across the partnership.</p> <p>GB suggested to the Board that they might want to invite Brian Gale; new DfE regional advisor to attend a future meeting to observe the work of the Board. This was agreed and PD suggested that we also invite a representative from the NHSE to attend a future Board meeting. Board agreed with this.</p> <p>Action – GB and CMc to invite the DfE and NHSE advisors to observe a future Board meeting.</p>	MM
<p>12.04</p> <p>2. Minutes of the last meeting Board reviewed and agreed the previous meeting minutes as correct.</p> <p>Action: CJ to publish minutes on SBC Democracy site.</p>	MM
<p>12.08</p> <p>3. Current perspective from partners MM invited members to share any updates relevant to partners / the meeting.</p> <p>SD alerted the Board that AC has stepped down as chair and steering group member of SSIF. Philomena Johnson will be the interim chair until January 2022.</p> <p>PD shared that the novation of Lighthouse Centre contract continues; there have been good meetings with the Parent Carer Forum (PCF) and Essex Family Forum to ensure proactive communication is shared. Contract discussions are currently in a commercially sensitive space and more details will be shared with the board once a decision has been made.</p> <p>JB shared that they have been working together positively on Mid & South Essex (MSE) Care Partnership Plan and some good co-production activity is taking place. PD confirmed they are working together to support activity from parent forums and capturing voice of the child with SEND to establish priorities and the area of work around the move to ICS.</p> <p>BM updated the Board regarding the SEND Transport contract, issues arising were being dealt with in other meetings but BM assured Board members that everything is being done to resolve the issues including improving communication with parents and carers. MM thanked BM for the update and acknowledged the Board should have oversight of the issues and whilst work is ongoing to get the transport service in position where it needs to be; parallel work must be undertaken to consider the lessons learned.</p>	All

	<p>The Board discussed the opportunity to work with Essex looking at health care plans, how they are signed off and actions to support training of staff. MM agreed to speak with Essex colleagues to establish how this can be taken forward with health.</p> <p>SD agreed that SEND Transport issues should be discussed in this meeting where the wider partnership is represented so that there is a strategic approach that can help head off potential issues in future.</p> <p>MM suggested that a paper comes back to the board on the transport issues so that the Board can satisfy itself that all matters have been resolved with the contracted service and to understand the lessons learned.</p> <p>Action: BM to bring a paper on the Home to School Transport service to a future Board meeting.</p> <p>Action PD & KB to link with health colleagues across Essex.</p> <p>GB updated the meeting on EHCP banding changes that have recently come into effect. The proposals have been discussed at the Vulnerable Learners Subgroup, and the Resources subgroup of the Education Board. Consultation had been undertaken with various stakeholders, but these proposals have never formally been discussed at this Board. GB apologised to the Board and in terms of lessons learned GB suggested that he bring a paper to a future board meeting on the impact of the implementation of the new banding system.</p> <p>The Board agreed that the forward plan should be used more to ensure that key initiatives and documents PD agreed that bigger items should be added to the SEND Partnership forward planner so that it is sighted appropriately. SD agreed that partners should be aware of what is happening and are fully briefed.</p> <p>Action: GB to submit a short briefing update on banding. SEND Scrum to confirm the Board meeting when this report will be received and add details to the forward plan.</p> <p>Action: SEND Scrum to review and update the forward plan to ensure it captures all key proposals and initiatives.</p>	
12.26	<p>4. SEND Strategy</p> <p>MM provided context around the peer review and that this has delayed the Strategy being taken through previously agreed governance timescales.</p> <p>GB referred to paper 4a and the recommended timelines in section 2 to reflect the current pause in progress in light of the impending peer review. Once the review is completed the outcomes from the peer review will be fed into the strategy. This rationale and delay has been agreed by both the DfE and NHSE.</p> <p>GB invited questions, challenges and observations from the Board on the proposed changes.</p> <p>GB asked the meeting to consider if the Strategy should be renamed the 2022-25 strategy to reflect when it would be taken and signed off through the various governance groups. There does however need to be recognition that there has been work on implementing the key deliverables since September 21.</p> <p>JB commented that the first period (covering the APP activity) could be referred to as the Year 0/foundation year to precede the 3-year strategy. PD agreed.</p> <p>Decision: rename 2022-25 SEND Strategy.</p> <p>In the meantime the APP working document will provide Board oversight that progress is being made with any risks highlighted.</p>	GB

	<p>Comments and feedback on the current draft strategy is still invited. MM sought agreement for stretching the timeline to allow partners to submit further views, to shape and influence the strategy, especially from education colleagues.</p> <p>Action: GB to circulate to members the current draft version of the strategy, for Board to share their comments with GB by 5th November</p> <p>Action: All Board members to liaise with the groups that they represent on the Board and feedback any comments to GB by 5th November.</p> <p>GB confirmed that Councillors were invited to attend and be part of the Summit and were able to engage with the priorities survey via Your Say Southend portal. MM confirmed Councillors will have opportunities at scrutiny and Cabinet to provide views.</p> <p>Action: GB to present final version of the Strategy to the next board</p>	
12.58	<p>5. Accelerated Progress Plan (APP)</p> <p>GB presented an updated version of the APP, subsequent to the one circulated ahead of the meeting.</p> <p>The APP details a range of actions around joint commissioning and leadership to address the final area of weakness following the WSOA revisit. Submission of the APP has been delayed as a result of awaiting advice and support from DfE Adviser.</p> <p>Agreeing the scorecard measures have been difficult. GB asked for Board feedback before the final APP is submitted. The following comments were noted:</p> <ul style="list-style-type: none"> ➤ Do the measures suitably evidence impact with parents, carers and children and young people? ➤ Actions designed to lead improvement in the APP may not relate to the area of weakness but are key activities. ➤ Do the indicators relate to the challenge that came from the revisit? ➤ It is the impact on services we need to demonstrate, does EHCP data helped the Board to see progress and impact? <p>PD questioned if the Board should test a more qualitative approach to gaining evidence and monitoring impact, such as deep dive work with parent groups. MA agreed it is better to look at evidence within cases, the stories rather than numbers.</p> <p>Agreement reached the APP will set out what is requested from DfE and NHSE. However, the Board will continue to seek the impact through joint commissioning updates along with examples of qualitative work.</p> <p>Board will provide GB further feedback before the final draft APP is submitted on 8th October.</p> <p>Action: CJ to circulate current version of APP to members for additional input</p> <p>Action: GB will confirm the response made and circulate final APP to the Board once submitted</p> <p>BM suggested that once finalised, a one-sided plan on a page of the APP is created for publishing and requested that SSIF supported this.</p>	GB
13.27	<p>6. Joint Commissioning Group Highlight report</p> <p>CMc spoke to the attached report.</p> <p>The last meeting discussed potential new areas of focus; effective communication /signposting, nurture and resilience, sensory needs, training, transitions. The group will align future priorities alongside the identified strategic priorities. By way of update CMc confirmed that</p> <ul style="list-style-type: none"> • Good progress has been made on Priority Area 1; with some additional activity needed to review quality assurance processes and systems (EHC Hub) 	CMc

	<ul style="list-style-type: none"> Priority Area 2 has seen some slippage in timescales with capacity issues in undertaking Balanced System mapping work across therapy and school provider settings The timeline for Priority Area 3 has also slipped against original expectations, due to recruitment processes. <p>CMc advised that some completion dates have been amended and RAG ratings adjusted in light of delays and invited comments about this; should original completion dates be recorded and rated or is agreement reached for adding new dates and rating. The Board agreed that the original completion dates for the priorities should be retained with any commentary capturing the cause and impact of any delays.</p> <p>Action – CMc to ensure that Joint Commissioning reporting records original completion dates for priorities and RAG rates accordingly.</p>	
13.39	<p>7. SEND Operations Group highlight report</p> <p>BM referred to the attached report and invited questions and comments from the board.</p> <p>MM questioned whether the Comms group had an identified chair. CMc responded that she had been in touch with SBC and CCG comms colleagues to discuss this and agreed to seek MM support if this needed following up.</p>	BM
13.42	<p>8. Quality & Outcomes Framework</p> <p>GB provided a verbal update.</p> <p>There will be a regular performance focus item at SENDOPS meetings and updates shared with the board however clarity is needed on what Board need to receive.</p> <p>MM asked that the Board receives a regular performance update via a dashboard, to ensure that it has oversight of progress against the action plan that sits beneath it and the opportunity to scrutinise and challenge performance and progress. The Board must assure itself that things are working well, and support and challenge any areas that are not working well.</p> <p>The Board discussed whether there was sufficient existing capacity to develop and sustain a data dashboard. CMc raised concern at teams having capacity to deliver a dashboard and the capability to produce something workable.</p> <p>Action: GB/CMc to have a discussion with data leads from health and SBC and agree what is needed to enable Board to have scrutiny, challenge and appropriate oversight.</p> <p>Action: GB / CMc to inform Board what capacity or additional short-term resource might be needed to set up dashboards and produce them on an ongoing basis going forward.</p>	GB
13.49	<p>9. Voice of the Child</p> <p>JB provided a brief update on this area of work. 2 meetings have now taken place with a large group of positive, creative individuals across the area. A mapping exercise has been completed which has developed into a data base of voice related activity across the borough.</p> <p>There is now a small working group focussing on gaps. JB agreed to bring a paper to the next Board detailing actions and ideas for a pilot project that the group wants to develop.</p> <p>Action: JB to provide paper for the next meeting</p>	JB
13.51	<p>10. Actions and feedback:</p> <p>The action log was reviewed and updated.</p> <p>KB suggested a risk log was added. MM agreed.</p>	MM

	Action: CJ to ensure agenda includes an item to cover risk log	
13.56	11. Any other business BM advised the meeting the previous inclusion workstream will be restarted. BM will take it to the management group later this week and although it is broader than SEND this will be an important part of building a community of schools that are inclusive in nature. BM will inform a future Board meeting on the development of this work.	
13.59	MM closed the meeting.	

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	NHS Southend CCG	PD
Members	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	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	SD
	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
Guest	Maggie Atkinson	Independent Chair LCSB & SAB	Southend Borough Council	MA
Apologies	Anna Cheeseman	Chair	Southend SEND Indep. Forum	AC
	Owen Richards	Chief Officer	Healthwatch	OR

	John O'Loughlin	Director of Children's Services	Southend Borough Council	JOL
Administration	Carron Jacobs	SEND Project Officer	Southend Borough Council	CJ