

## SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

Tuesday 16<sup>th</sup> November 2021 10am - 12pm  
Via MS Teams

### FINAL Draft Minutes

Agenda Item	Lead
<p>10.00</p> <p><b>1. Welcome and introductions</b> MM opened the meeting and welcomed attendees. Introductions were not needed.</p> <p>MM noted apologies had been received from Jeff Banks (JB)</p>	<p>Michael Marks</p>
<p>10.04</p> <p><b>2. Minutes of the last meeting and matters arising</b> The final draft minutes of the meeting of 5<sup>th</sup> October 2021 were reviewed and agreed as correct with the following amendment: Samantha Delve's initials on members list to be corrected.</p> <p>GB advised the invitation to NHSE and DfE Regional Advisers supporting the Accelerated Progress Plan will be extended for the January 2022 meeting.</p> <p>BM also advised he will present a paper at a later meeting on the SEND Transport matter. In the meantime, BM provided the Board with assurance that significant action has been undertaken since the last meeting with improvements in performance noted and complaints reducing. Price, Waterhouse &amp; Cooper have been commissioned to audit the procurement and tender exercise which will feed into wider evaluations and lessons learned.</p>	<p>Michael Marks</p>
<p>10.11</p> <p><b>3. Current perspective from partners</b> PD notified the Board that the novation of Lighthouse Centre contract continues and remains on track. Regular meetings with SSIF and Essex Family Forum have been very useful and will become more important once contract and transformation of services is agreed. Final governance decisions will be taken at the next performance committee. PD will provide updates in due course.</p> <p>PD advised that the NHS continues to be in a challenging position. They are seeing an increase in paediatric cases for variety of reasons with a notable increase in young people with Learning Disabilities and Autism who require mental health assessment / tier 4 beds which is creating challenges; but they remain committed to putting young people's needs first.</p> <p>GB shared a short video clip of a pupil who had recently shared his views as part of his annual review via the EHC Hub. The video demonstrates the innovative way the Hub is allowing young people to share their views.</p> <p>The Board expressed their thanks for showing the video and agreed the pupil expressed his wishes, aspirations and what is important for and to him in a really eloquent way. SD suggested this was the standard to aspire to when collecting pupil contributions.</p> <p><b>Action:</b> GB to provide written feedback to the pupil and his family for allowing the video to be shared at Board.</p>	<p>All</p>

10.22	<p><b>4. SEND Strategy</b></p> <p>GB thanked Board for providing comments and feedback on previous draft versions of the Strategy. The Final draft final version of the Strategy is subject a further iteration following anything significant raised during the peer review taking place 23-25<sup>th</sup> November.</p> <p>Board, along with members of the other SEND Governance Groups will shortly receive invitations to attend two Action Planning sessions to provide input and agree the underpinning actions to achieve strategic intent.</p> <p>The Strategy and Action Plan will be sighted at the various governance groups early in the New Year prior to wider consultation.</p> <p>JM agreed in principle with the proposed timeline but felt it was ambitious for January 2022 given how close we are to Christmas holidays.</p> <p><b>Action:</b> MM requested the SEND Scrum revisit the Strategy following verbal feedback from the peer review, making an early start on what goes into the action plan.</p> <p>MM asked the SEND Scrum to revisit the Strategy timeline to include the various education and health governance routes for broad sign off in January, Council cabinet in February 2022 ready for publishing in the new financial year. Board was asked to provide relevant dates to GB.</p> <p><b>Action:</b> SEND Scrum to update Strategy timelines and circulate to Board.</p> <p>KB suggested partnership working with comms colleagues to ensure the Strategy is published in an accessible way.</p> <p>School colleagues shared that they had found it difficult to obtain feedback on the Strategy from their counterparts in other schools in the borough. This led onto a conversation about the wider engagement of all schools around SEND and how difficult this can be sometimes.</p> <p>MM acknowledged the concerns and agreed it needed a separate discussion.</p> <p><b>Action:</b> BM, along with GB, CC, AW and JM to look at the profile of wider SEND work and how we can use Education Board to raise awareness and engagement.</p> <p>PD suggested differing mechanisms for communication were considered; think about how we engage better and perhaps doing it in a different way to elicit greater input from a wider range of schools.</p>	Gary Bloom
10.48	<p><b>5. Accelerated Progress Plan (APP)</b></p> <p>GB thanked Board for feedback and comments in relation to the previous draft APP. The final APP has been submitted and approved by the DfE and NHSE.</p> <p>GB shared on screen document 5b - the monitoring tool for overseeing actions that will lead to improvement. The tracker provides feedback and oversight through the SEND governance structure. Issues will be escalated to SENDOPS and if required to the SSP Board.</p> <p>Board were made aware that Partnership capacity issues will be raised through line management avenues and an imminent request for resources is likely to support the ongoing work needed.</p> <p>GB &amp; CMc agreed they needed a conversation with DfE &amp; NHSE regarding the timing of the first monitoring visit.</p>	Gary Bloom
10.57	<p><b>6. Risk Log</b></p> <p>CMc presented document 6a; a draft risk log. CMc asked Board to consider if this document suitably provided oversight and should it include other risks to other projects.</p>	Caroline McCarron

	<p>Board were invited to review the document and provide comment on the format.</p> <p>PD welcomed the approach and agreed it served a good purpose to the Board.</p> <p>MM asked that the risk owner be identified from the outset.</p> <p>Discussion took place on the residual risk column; does this clearly present the current risk rating. CMC to review mitigations column and what is being presented. Populate with risks and clarity is needed on how it will be updated / version control.</p> <p>MM confirmed that in principle this risk log was agreed with some amendments as discussed. The Board will use the risk log to have oversight of the overarching Partnership risks. Risks will be de-escalated as a collective at Board.</p> <p><b>Action:</b> CMC to circulate updated risk log virtually for Board to further review.</p>	
11.17	<p><b>7. Peer Review</b></p> <p>BM provided a verbal update on the impending Peer Review. A full timetable has been agreed and attendees are being confirmed for each of the sessions.</p> <p>Verbal feedback is expected from the Peer Review Team on the morning of Friday 26<sup>th</sup> November with a draft written report issued shortly after.</p> <p>PD requested that feedback is sent to Board members on anything significant that may need to be considered or may impact on the Strategy, before the review report is published.</p> <p>BM confirmed that the peer review report is likely to be in the public domain in early January and will be presented at Cabinet on 13/1/22. A paper will be brought to this meeting in January.</p> <p><b>Action:</b> BM to present paper on the Peer Review</p>	Brin Martin
11.21	<p><b>8. Joint Commissioning Group Highlight report</b></p> <p>CMC talked to report 8a.</p> <p>As requested, the report indicates original RAG ratings as well as adjusted ratings for each project.</p> <p>MM noted the soft launch of ND pathway and asked for clarity on when this will be rolled out wider. CMC responded that it was not known yet; the current soft launch is evaluating how the pathway works and taking feedback. It is hoped the main launch may take place before Christmas but recognised this may be unrealistic; and it may be better to launch in the New Year. Further updates will be provided at the next meeting.</p>	Caroline McCarron
11.35	<p><b>9. SEND Operations Group highlight report</b></p> <p>BM talked to report 9a.</p> <p>SENDOPS is moving away from administration and scrutinising papers before Board and is working towards having a quality and performance focus.</p> <p>The SENDIASS report presented at the last meeting was pleasing and will be circulated to Board members for their information.</p> <p>The Quality and Assurance report noted that EHCP compliance is moving in the right direction. The next focus will be around quality and impact of Plans.</p> <p>BM asked SENDOPS to consider how the area supports the wider SEND continuum of need in the Borough. This is in relation to those on the cusp of, or on SEN Support; the wider inclusion agenda and Covid recovery programme.</p>	Brin Martin



Community conversations are needed about the overlapping needs and how the area can respond. There is some high needs and capital funding available to look at provision. BM will pull a small group together to establish what is needed and how it is progressed.

AP requested this conversation was broadened to look short breaks other services to alleviate children's social care services and the escalation of acute cases.

SD is keen to work with BM on this and champions this piece of work from a parent's perspective.

CC is fully supportive but feels it needs an education specific conversation and refers to her earlier comments that it is sometimes difficult to get school colleagues to engage with SEND issues.

AP commented that this piece of work seemed linked to transition and early intervention in Strategy. BM advised this is a parallel piece of work and updates will be taken via SENDOPS and the Board. GB will however refer to this work in the strategy action plan (and risk register if necessary)

**Action** BM to arrange meeting on meeting the wider SEND continuum of need in the Borough.

11.45	<p><b>10. Actions and feedback:</b></p> <p>The Action Log was reviewed and updated</p>	Michael Marks
11.55	<p><b>11. Any other business</b></p> <p>MM suggested that Board consider moving to in person meetings and rotating chairperson. He will circulate an email to obtain Board views.</p> <p>GB advised that JB made apologies for not providing an update on Voice of the Child for this meeting. A paper was prepared but too late in time for circulation. Therefore, it will be circulated ahead of the next meeting and fuller update will be provided by JB in January.</p>	<p>Michael Marks</p> <p>Gary Bloom</p>
12.02	MM closed the meeting and offered Christmas wishes as the Board will not meet again before the break.	Michael Marks

#### Attendance

	Name	Job Title	Organisation	
<b>Chair</b>	Michael Marks	Executive Director, Public Health and Children's Services	Southend Borough Council	MM
<b>Deputy Chair</b>	Patricia D'Orsi	NHS Alliance Director	NHS Southend CCG	PD

<b>Present</b>	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
	Samantha Delve	Secretary	Southend SEND Indep. Forum	SD
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
<b>Apologies</b>	Jeff Banks	Director	A Better Start Southend	JB
<b>Not present</b>	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
<b>Administration</b>	Carron Jacobs	SEND Project Officer	Southend Borough Council	CJ