

# Southend SEND Partnership Board - Action Log

Action No.	Description
1	Communication Strategy to be created and implemented by task and finish group
2	Terms of Reference to be corrected with comments and signed off outside of SSPB
4	SEND OPS group to be formed and aligned to SSPB forward plan
6	Board meetings to be planned with named deputies to be included in paper distribution
22	New list of actions to be presented at the March meetings.
21	CMC to share the contact details for the participants in the focus group for SSIF to make contact with them.
20	SSIF to present a list of questions they have regarding EWMHS, and to be consulted on their views throughout the procurement process.
18	Share EWMHS feedback report on this consultation with SSIF and board. Share the slides for EWMHS to the Board, with an email request to the Asks slide
17	Finalise the paper to be submitted for the DfE and NHSE meeting on the 29th Jan.
14	Sign off outside of the meeting and to review the ToR in 12 months.
13	MM requested to allocate an item to establish the starting point and different perspectives and knowledge from partners at the next meeting.
9	Circulate SSIF presentation alongside minutes for this meeting.
10	Take forward a request for a representative from Adult Social Care to join this board.
11	Make amendment ToR and ensure there are methods in place for 'working closely', and to put actions behind this at the SEND SCRUM.
3	SEND Allocation Budget to be presented at the next SSPB
7	Process for publication of boards papers will be explored
16	Finalise policy on publishing the public documents for this board.
5	Paper on Overview of SEND Governance links to be presented at the next meeting
8	To seek views on the inclusion of the SSIF on the Children's Services Improvement Board
15	Organise the summit before the end of march and the next cycle of governance meetings. Bring together a T&F from across the partnership to shape this summit outside of meeting.
19	EWMHS - Draft a jointly signed letter from MM and PD
23	Minutes must include page number and chair to ensure all actions are agreed and clearly identified who is taking them forward
24	A short report to outline Comms priorities, wider programme of communication and engagement. Ensure this feeds into the forward plan and identifies what we want to influence and get involved in
26	The wider programme of recovery
28	Update on WSoA at next meeting
29	Obtain clarity from Democratic Services on confidentiality – levels of redaction and sensitive information (linked to actions 7 & 16)
30	Seek permission to use Billy's story including video for the SEND Summit
31	Members to feedback to CJ re Summit input
32	The SEF needs to be considered by the Board for formal sign off
33	develop a coordinated timetable to accommodate board members with an introduction to Cllr Burton.
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

36	Members to share the paper re proposed priorities within their teams for additional input and feedback to BM
37	Members to bring any issues back to the board if they don't have opportunities to feed into timelines / need flexibility (re strategy)
39	an update at next board with a draft version of the strategy
12	Produce a Quality & Outcomes Framework reporting template.
27	Capture and share details of local activities and support available for families
38	SEND Scrum to take forward the Strategy priorities and word them in an outcome based way
39	Provide stakeholders oversight of the Health Alliance group by circulating documents regarding place plan & locality strategy.
40	Provide MM a list of current members of the Voice of the Child group to consider direction of additional membership
42	Circulate SEND Strategy presentation slides to board members for further input / feedback
43	SEND Scrum to consider feedback, revise the proposed timeline, include consultation and assign activity from timeline to ensure SEND Strategy signed off by September 2021
44	SSIF input welcomed re strapline, vision statement and the writing of a foreword
45	Convene a special meeting of the board over summer to look over draft strategy before consultation.
47	Comms group to provide regular updates to the board
48	Ensure Joint Commissioning Group Highlight report given sufficient time on the next agenda
25	Ensure Comms group includes a broad cross section of representative partners
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
41	Provide MM clarity on a project lead / identified community lead for Voice of the Child work including scope of work
46	Identify a comms colleague to chair the comms T&F group
49	Arrange for the DfE and NHSE advisors to observe a future board meeting.
51	link with health colleagues across Essex for consistency re training / support for transport staff for pupils with medical needs
52	submit a short briefing update on banding. SEND Scrum will determine when this will be presented and add details to the forward plan
54	circulate to members draft v12 of the strategy, with clear routes for receiving further comments and additional feedback.
55	Members to share v12 of the strategy with wider teams / partners providing final feedback to GB by Friday 5/11
56	present final version of the Strategy to the next board
57	Circulate current version of APP to members for additional input
58	confirm the response made to NHSE/DfE and circulate final APP to the Board once submitted
59	Ensure that Joint Commissioning reporting records original completion dates for priorities and RAG rates accordingly.
63	Ensure agenda includes an item to cover risk log
50	A paper on lessons learned from transport issues; what we and other partners can learn with other contracts / commissioning services
60	A discussion with data leads from health and SBC and agree what is needed to enable Board to have scrutiny, challenge oversight of action plan / APP activity.

61	Inform Board what capacity or additional short-term resource is needed to set up dashboards and produce them on an ongoing basis going forward.
62	provide VoC paper for the next meeting
63	GB to provide written feedback to the pupil and his family for allowing the video to be shared at Board.
64	the SEND Scrum revisit the Strategy following verbal feedback from the peer review, making an early start on what goes into the action plan
66	BM, to link with Board school colleagues on the profile of wider SEND work to raise awareness and engagement
67	CMc to circulate updated risk log virtually for Board to further review
68	BM to present paper on the Peer Review
69	BM to arrange meeting on meeting the wider SEND continuum of need in the Borough.
70	The SEND Scrum will finalise the resources for wider core capacity review, including Voice of the Child resource requirements
71	The SEND Scrum will work on a single action plan that encompasses improvements covering actions from the APP / Strategy / Peer Review so that Board continues to have oversight.
72	SEND Scrum to provide paper to accompany the with APP tracker with specific updates and mitigation measures put into place to address red / amber areas.
73	The SEND Scrum will continue to work on the risk log, adding updates and rescored as and when risks reduce.
75	A separate meeting with CMc, GB and BM to review and consider revisions to SSSPB ToR. Tracked changes/amendments will be circulated ahead of the next meeting for Board to fully review in March.

Owner	Date Added	Due Date	Status
CM	02/11/20	01/01/21	closed
CB	02/11/20	15/01/21	complete
SCRUM	02/11/20	02/01/21	complete
Kim Vann	02/11/20	15/01/21	complete
CJ	20/01/21	01/03/21	complete
CM	20/01/21	29/01/21	complete
CM	20/01/21	29/01/21	complete
CM	20/01/21	26/01/21	complete
GB	20/01/21	26/01/21	complete
CJ	20/01/21	01/03/21	complete
CJ	20/01/21	01/03/21	complete
JK	20/01/21	29/01/21	complete
CM	20/01/21	01/03/21	complete
CB	20/01/21	29/01/21	complete
RG	02/11/20	15/01/21	complete
Comms T&F Group	02/11/20	15/4/2021	closed
Comms T&F Group	20/01/21	29/03/21	closed
CB	02/11/20	15/01/21	completed
MM	02/11/20	01/03/21	closed
GB/CM	20/01/21	29/01/21	complete
CM	20/01/21	29/01/21	closed
CJ	25/03/21	28/05/21	complete
CM/COMMS	25/03/21	28/05/21 amended to 05.07.21	closed
BM	25/03/21		closed
GB	25/03/21	28/05/21	closed
BM	25/03/21	28.05.21	complete
LOCAL OFFER TEAM	25/03/21	22.04.21	complete
ALL	25/03/21	22.04.21	complete
CBr/GB/CM	25/03/21	28.05.21 then 05.07.21	complete
CJ	28/05/21	05/07/21	closed
JB / SEND Scrum	28/05/21	05/07/21	complete

ALL	28/05/21	15/06/21	complete
ALL	28/05/21	15/06/21	complete
BM	28/05/21	05/07/21	complete
QA&OF T&F GROUP	20/01/21	Original due date 1/3/2021. Moved to 05/07/2021 then to 05/10/2021	closed
SSIF/LOCAL OFFER TEAM	25/03/21		closed
SEND Scrum	28/05/21	05/07/21	complete
PD	05/07/21	05/07/21	complete
JB	05/07/21	31.07.21	complete
CMc	05/07/21	06/07/21	complete
GB	05/07/21	06/07/21	complete
SSIF	05/07/21	31/08/21	complete
CJ	05/07/21	05/08/21	closed
CMc	05/07/21	05/10/21	complete
CJ	05/07/21	05/10/21	complete
CMc	25/03/21	28/05/21	complete
GB	28/05/21	05/07/21 amended to 05/10/21	complete
JB	05/07/21	05.10.21 amended to 16/11/21	complete
MM/PD	05/07/21		closed
GB/CMc	05/10/21	01/03/22	closed
PD/KB	05/10/21	Feb-22	open
GB	05/10/21	Jan-22	complete
GB	05/10/21	07/10/21	complete
all	05/10/21	05/11/21	complete
GB	05/10/21	16/11/21	complete
CJ	05/10/21	08/10/21	complete
GB	05/10/21	11/10/21	complete
CMc	05/10/21	16/11/21	complete
CJ	05/10/21	16/11/21	complete
BM	05/10/21	tbc	closed
CMc/GB	05/10/21	16/11/21	closed

CMc/GB	05/10/21	16/11/21	closed
JB	05/10/21	16/11/2021 now 06.01.22	closed
GB	16.11.21	30.11.21	complete
SCRUM	16.11.21	06.12.21	closed
BM	16.11.21	06.01.22	closed
CMc	16.11.21	30.11.21	completed
BM	16.11.21	06.01.22	complete
BM	16.11.21	tbc	closed
CMc/GB	06.01.22	31.01.22	complete
CMc/GB	06.01.22	01.03.22	complete
CMc/GB	06.01.22	01.03.22	complete
CMc/GB	06.01.22	01.03.22	complete
MM	06.01.22	01.03.22	complete

## Notes

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

closed 25.3.21

presented 25.3.21

publish all group and Board papers - but process not agreed - new action 29

new action created to take forward (29)

Summit took place 22.4.21

closed 05.07.21

closed 05.07.21

closed 05.07.21

closed 28.05.21 move to new APP

protocol for publishing papers agreed

closed 05.07.21

introductions made

closed 05.07.21

closed 05.07.21
closed 05.07.21
closed 05.07.21
task & finish group to convene again 14.4.21 . Closed 5.10.21
closed 5.10.21 now with LORG
closed 5.10.21
closed - circulated
closed 5.10.21
closed 5.10.21
closed 5.10.21 new timeline proposed
closed 5.10.21
closed 5.10.21 amendment to timeline proposed
closed 5.10.21 now standing agenda item
closed 5.10.21
closed 16.11.21 CMc has identified CCG and SBC comms colleagues. Mtg on 1/12 chair to be identified at that mtg
closed 16.11.21 KPI's have been added to APP capture new evidence via Strategy action plan
closed 16.11.21 JB identified as project lead
closed 16.11.21 linked to action 25 - CMc to confirm chair at next mtg. MM will nominate chair if req'd
closed 16.11.21 GB and CMc offering invites to Jan 22 Board
Jan 2022 - update sought
Completed in March
closed 16.11.21
closed 16.11.21
closed 16.11.21
closed 16.11.21
closed 16.11.21
closed 16.11.21
closed 16.11.21
BM advised close 12.4.22



close - new action from Jan mtg (74)
completed
work underway

BM advised this will be completed by other means / subsumed into planned action


BM advised this will be completed by other means / subsumed into planned action

with BM/MM
completed new format on March agenda
completed new format on March agenda