

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

Tuesday 1st March 2022 – 10:00 – 12:00
Via MS Teams

FINAL Minutes

Attendance				
	Name	Job Title	Organisation	Initials
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend Borough Council	MM
	Brin Martin	Director of Learning	Southend Borough Council	BM
	Caroline McCarron	Assistant Alliance Director (Interim)	NHS Southend CCG	CM
	Gary Bloom	Head of SEND	Southend Borough Council	GB
	Philomena Johnson	Chair	Southend SEND Independent Forum	PJ
	Samantha Delve	Secretary	Southend SEND Independent Forum	SD
	Lynn Scott	Head Adult Social Care	Southend Borough Council	LS
	Owen Richards	Chief Officer	Healthwatch	OR
	Brian Gale	Regional Advisor	DfE	BG
	Annalease Hillyer-Thake	Advisor	NHS England	A H-T
	Jana Kenton	Note Taker	Southend Borough Council	JK
Apologies	Patricia D'Orsi	NHS Alliance Director	NHS Southend CCG	PD
	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
	Krishna Ramkhalawon	Director of Public Health	Southend Borough Council	KR
	Jeff Banks	Director	A Better Start Southend	JB

	Agenda Item	Action
1.	<p>Welcome and Apologies Apologies, including those who were delayed or having to depart early, were noted. Introductions took place. Brian Gale from the DfE and Annalease Hillyer-Thake from NHSE were welcomed to the meeting.</p>	
2.	<p>Notes from previous meeting including any Matters Arising outside of Agenda. <u>Previous Minutes</u> Minutes have been agreed as an accurate record and signed off by the group.</p> <p><u>Matters Arising outside of Agenda –</u> JB sent apologies voice of the child item will be brought forward for the next partnership board</p> <p>Action; Ensure Voice of the Child is an agenda item for the next Board meeting</p>	JB
3.	<p>Current Perspective from Partners</p> <p>CM confirmed the transition of the Lighthouse Child Development Centre contract to the new provider, Essex Partnership University Trust (EPUT), completed successfully on 1st March 2022. In the immediate term the provision will continue ‘as is’ and families will not see disruption to service delivery. There are plans to continue working with all key stakeholders on transforming the Lighthouse services, helping to develop solutions to address challenges and ensure more sustainable healthcare services in the long term.</p> <p>Action; CM will provide update on the Lighthouse transition at the next meeting, to include progress plans for future transformation Action: CM will provide further update on the Lighthouse at the September meeting focusing on outcomes to date.</p> <p>Update on Green Paper – BG did not have any new information on the Green Paper. The date for the publication of the Green Paper is not confirmed. The paper has been commissioned by Prime Minister and will need sign off by Treasury.</p> <p>Action: BG & AHT will come back to update the group once published to discuss and explore what it means for Southend.</p> <p>OR – keeping an eye on GP referrals is important as this has been raised as a matter of concern. Assurance received from TD that waits are reducing and children are being monitored with a robust triage of all referrals taking place. CM – advised the waiting times are reducing steadily, current waiting times for an initial appointment is approximately 8-9 months. However, additional investment has been provided to increase resources and capacity which will have a positive impact on waiting times.</p> <p>GB advised the SEND team had completed 100% of phase transfers for primary aged children within the statutory deadline of 15th February. This involves amending all EHCPs of pupils scheduled to transition into or out of a primary aged setting. MM congratulated GB and the whole SEND service for this achievement. Not many of the SEND teams across the region achieved this success.</p> <p>GB alerted the Board that the Visual Impairment service is being brought back in house via TUPE process and there will be no changes in provision.</p>	<p>CM</p> <p>BG/ AHT</p> <p>GB</p>

	Action; GB to send information to PJ, SD to be included in SSIF newsletter.	
4.	<p>User Story</p> <p>GB explained to BG and AHT that the Board agreed to capture a story and perspective from a service user at every SEND Partnership Board meeting, aiming to evidence both what is working well and where user experience or services could be improved. This approach allows the Board to hear first-hand lived experiences of children and young people who are using local SEND services.</p> <p>GB shared a user story with the group and confirmed that he would thank the family for allowing us to share their story.</p> <p>Reflection and discussion of the Board on this lived experience.</p> <ul style="list-style-type: none"> - Received appropriate graduated response – what would be the outcome if this was not so - Level of support from caseworkers varies – need to work collaboratively to ensure consistent level of support - Sharing of a story with less positive outcomes in the future would be desirable – balance where we could have done something differently – PJ will work with members of SSIF and the Local Offer Team to collate another case study for the next meeting - User stories were included in the level one Member training sessions – BM reported a level two session was planned for April and repeat sessions would be delivered to incorporate new members after the elections - AHT thanked Board for taking time to hear a side of the voice of the child – reminder what we are here for - Able to hear lived in experience instead of perception of from the parents – need to hear from young people - Board agreed we must apply learning from these user stories to our wider SEND work - What is the graduated offer and how is that articulated? - How has the approach changed? <p>Action - It was agreed GB will bring a case with a less positive experience to the Board next time, under the User Story agenda item. GB & CM to work together to provide for the next meeting.</p>	<p>PJ</p> <p>GB/CM</p>
5	<p>Improvement Monitoring</p> <p>Monitoring tracker shared with the group – incorporating Peer review and Accelerated plan actions into one document.</p> <p>The Board were informed and discussed the red rag rated items; Capacity issues in both the SEND service and wider partnership is having a negative impact on delivery and progress. Parent Carer forum development plan is progressing well.</p> <p>Easy Read version of child/young person and family focussed surveys are nearing completion – expected release date in March/April. The survey for professionals is not expected to be released until June. The Board agreed that co-production is required to ensure the surveys have the right tone and will generate responses.</p>	

	<p>BG commented on the growth of EHCP requests and the impact on the capacity of SEN team and other teams across the partnership. GB confirmed that the SEND team is receiving a significant number of requests for assessments and particularly an increase in parent driven assessment requests.</p> <p>GB also advised the SEN teams new quality assurance approach requires additional resource.</p> <p>BG advised that he is working with one local authority where they are managing to keep to the required timescales for amending Annual Reviews. Action: BG to confirm which local authority to enable GB to follow up and look at what they are doing.</p> <p>BM confirmed that our aspiration as an area partnership for all learners is very high. The fiscal control and monitoring of DSG is good and has support of Education Board, there is currently no overspend on the High Needs Block of the DSG</p> <p>Peer review work is up to speed and moving at incredible pace with some political interest behind it. A detailed progress tracker has been produced containing 85 separate actions – 37% completed already, 45% green and on track, 17% contingent on other matters</p>	<p>BG</p>
<p>6.</p>	<p>SEND Partnership Risk Log CM noted incorrect version had been circulated, updated version to be circulated.</p> <p>Focus on:</p> <ul style="list-style-type: none"> - Workforce capacity for transformation and change - New risk – School representation on the Board following a resignation <p>Discussion took place re context and perspective of risk, reflecting on each risk and what the potential impact could be if appropriate mitigation is not in place. Helpful challenge in terms of approach to risk scoring and clear division between risk and actions, reflection and review will follow.</p> <p>Suggestion from MM to approach SBC risk expert Andrew Barnes to support the development of the risk log further, potential to invite to the next meeting</p>	<p>CM</p> <p>MM</p>
<p>7.</p>	<p>Banding</p> <p>GB noted paper on Banding was requested as it had not previously been shared with this Board.</p> <p>The board thanked GB for good work adding that the paper is transparent and easily understood.</p> <p>GB advised that the SEN team is monitoring band shifts and has a good handle on resources.</p> <p>BG acknowledged the Southend Banding system as logical, open and transparent with no perverse incentives</p> <p>Action - To be noted in the Action log that the paper was signed off.</p>	
<p>8.</p>	<p>Joint Commissioning Group Highlight Report</p>	

	<p>CM circulated paper prior to the meeting.</p> <p>Noted a red rag rating for the EHCP plan quality assurance process, completed in terms of health process and mapping, additional work still required to fully map the education and social care elements, aspiration to pull together into a professional facing guide.</p> <p>The Balance System therapy project continues to progress, this is a joint programme with partners in Essex aiming to maximise the use of resources, skills and expertise at universal, targeted and specialist points in the pathway. The complexities of the programme had been underestimated, mapping across multiple providers has taken longer than expected but is now complete. Next steps will be to develop options and recommendations for future models and will be discussed at the next Joint Commissioning Group on 15th March 2022.</p> <p>Neurodevelopment pathway continues to progress, demand for the service has surpassed expectations and partners are working collectively to adapt the pathway to ensure optimal use of the skills and expertise of individuals involved together with consideration for additional resources.</p> <p>Questions and comments invited from the group</p> <ul style="list-style-type: none"> - Query relating to family facing communications and continuity of care in respect of the launch of the new CYP mental health service, SET CAMHs. CM confirmed the contract has been awarded to the incumbent provider (NELFT) so families within the service should not be affected. CM will follow up on the release date for communications to families. - EHCP Hub is noted to be causing difficulties for professionals at times. CM advised the Hub is an 'off the shelf' platform which provides potential for upgrades and changes. The partnership is currently engaging with the developers to identify what changes would be beneficial. A workshop is planned with both professionals and parents to discuss operability. - Request for the SEND Communications Group to review the communications for both the Neu Approach Pathway and SET CAMHs. 	<p>CM</p> <p>CM</p> <p>CM</p>
<p>9.</p>	<p>SEND Operations Group Highlight Report</p> <p>Shared with the Group – No further actions were noted</p>	
<p>10.</p>	<p>Reviewing Terms of Reference</p> <p>Board agreed to review TOR at a previous meeting.</p> <p>Following a discussion the Board agreed to;</p> <p>Change Southend-on-Sea Borough Council to Southend-on-Sea City Council</p> <p>Organisational Chart to be included</p> <p>Agreed we need to include when the Board would be Quorate in the new TOR. Quorate figure to be agreed and captured within the final draft TOR. of the Board</p> <p>Agreed to change to 'Board responsible for agreeing recommendation from Joint Commissioning Sub-Group'</p>	

	<p>It was agreed to change the current requirement that draft minutes and actions are circulated within 7 days to. Draft Actions circulated within 7 days of a Board meeting but draft minutes to be circulated with the Agenda and papers for ratification and agreement at the next Board meeting.</p> <p>Agreed to amend the job titles of members where they are not accurate. Change of titles.</p> <p>Managing and Mitigation of identified risks is the responsibility of sub-groups</p> <p>Action CM and GB to action the agreed changes and circulate for feedback</p> <p>Action All Board member then to come back with any further specific comments before signing off the new TORs.</p>	GB, CM
11.	<p>Actions and Feedback</p> <p>The Board agreed that as there was insufficient time to go through the action log this would be done outside of the meeting and then circulated to the Board for comment and any subsequent changes.</p> <p>Action: Circulate suggested revised Action Log for comments.</p>	
12.	<p>Any Other Business</p> <p>SEND Newsletter – Team working diligently with the Partnership Communications leads to develop a e-newsletter. The newsletter will be focussed on raising awareness for families but will also be a useful tool for professionals across all settings. The first edition of the e-newsletter will go out before the Easter holidays, frequency is expected to be approx. every 4-6 weeks.</p> <p>MM to liaise with PJ – how parental groups might want to work together and look at some suggestions – PJ is pleased there has been some communications between the groups – need to figure out how we engage as a partnership.</p>	MM/PJ
Meeting closed at 12:10		
Future meeting Dates – 12 th May 2022 – 10am-12pm 5 th July 2022 – 10am-12pm		