

## SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

**Tuesday 17<sup>th</sup> May 2022 – 10:00 – 12:00**  
**Via MS Teams**

### FINAL Minutes

Attendance				
	Name	Job Title	Organisation	Initials
<b>Chair</b>	Michael Marks	Executive Director, Public Health and Children's Services	Southend Borough Council	MM
<b>Members</b>	Brin Martin	Director of Learning	Southend Borough Council	BM
	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
	Brian Gale	Regional Advisor	DfE	BG
	Annalease Hillyer-Thake	Advisor	NHS England	A H-T
	Jana Kenton	Note Taker	Southend Borough Council	JK
	Krishna Ramkhelawon	Director of Public Health	Southend Borough Council	KR
	Jeff Banks	Director	A Better Start Southend	JB
	Lissa Marie Minnis	Director Children's Social work	SCC	LMM
Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW	
<b>Apologies</b>	Patricia D'Orsi	NHS Alliance Director	NHS Southend CCG	PD
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Dr Kate Barusya	Designated Medical Officer	NHS Southend CCG	KB
	Owen Richards	Chief Officer	Healthwatch	OR
	Caroline McCarron	Assistant Alliance Director (Interim)	NHS Southend CCG	CM
<b>Minutes</b>	Jana Kenton	Notetaker	Southend City Council	JK

	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b> Apologies, including those who were delayed or having to depart early, were noted. Introductions took place.</p>	
2.	<p><b>Notes from previous meeting including any Matters Arising outside of Agenda.</b> <u>Previous Minutes</u> Minutes have been agreed as an accurate record and signed off by the group. Amendment to action - JK</p> <p><u>Matters Arising outside of Agenda</u></p> <p>Action 72 – voice of the child – JB advised conversations and meetings are taking place to address resource issue. JB liaising with CMC.</p> <p>MM advised the Board JB is moving on from Better Start to a new position in ICS as of 15<sup>th</sup> June – Strategic Director Integrated Care Board – will continue to have a role within both health and strategic care partnership.</p> <p><b>Action</b> The Board agreed to extend the invitation to Tara who is taking over from JB to join the group.</p> <p><b>Action</b> It was agreed a meeting will be set up with JB, GB, Tara and CMC to advise of TOR and purpose of the group, CMC &amp; GB to meet to discuss representation from ABSS and way forward.</p> <p>MM welcomed a new member of the board - LMM – New Director Social Work, Early Help and Youth Support.</p> <p><b>Action</b> SEND scrum to update timeline – GB will pick up in verbal update later in the meeting</p> <p>Forward Plan – GB pick up terms of reference item later in the agenda. Reaching the end of first academic year need to have conversation on frequency of meetings – need to planning the forward plan.</p> <p>Green paper – BM will give highlight</p> <p>Brian Gale – confirm LA to follow up what they are doing around timescales for annual reviews – <b>Action</b> GB will follow up</p> <p>Risk Log – <b>Action</b> MM will get Andrew Barnes join the next meeting</p> <p>TOR – coming up later as separate item Partner updates – PJ will update</p>	
3.	<p><b>Current perspective from partners</b></p> <p>Changes in personnel:</p> <p>MM advised that Tricia D’Orsi is no longer the Alliance Director for South East Essex. The new Interim Alliance Director is Ruth Hallett</p>	

	<p><b>Action</b> MM will write to Ruth as the chair of the Board to ascertain if she will be attending instead of Tricia or if she will be nominating someone to attend on her behalf.</p> <p>It was agreed the SEND Strategic Partnership Board would find it helpful to understand the structure of Integrated Care System (ICS) for Mid and South Essex and how it fits with SEND – <b>Action</b> MM will include request for structure in the letter to Ruth</p> <p>TOR to be clear what the NHS role is at the board <b>Action</b> MM will pick up with GB within the scrum meeting.</p> <p>GB advised the Board needs to consider within the ToR what will determine that the Board is quorate. That is as well as agreeing what the minimum number of Board members in attendance for the Board to be quorate do we need to have at least one rep from each agency / sector in attendance for the meeting to be quorate?</p> <p>BM advised the Board that Essex CC SEND services are currently having the WSoA revisit by Ofsted/CQC.</p> <p>Verbal update on the APP and response – <b>Action</b> it was agreed BM will take back to Ops group and provide report for the next meeting. Suggestion</p> <p>MM noted it would be useful to give verbal update to the board on the APP. It was suggested that it might be useful to invite Brian Gale to a future Board meeting for a discussion on our APP and to get his perspective, ideas and challenge on our APP</p> <p><b>Action</b> The board agreed BM will take back to ops group to get to position where we can satisfy ourselves – it was agreed report from the Ops group for the next meeting.</p>	
<p>4.</p>	<p><b>SEND Green Paper and Consultation</b></p> <p>BM presented a briefing to the Board on the SEND Green Paper</p> <p>The Green paper is an ambition from Government and not yet policy. It is out for consultation before the and then will be brought back following that consultation as a white paper</p> <p>BM advised that many of the proposals within the Green Paper are consistent with what we are doing in Southend . There is a strong emphasis on Inclusion within it. The Board discussed the Green paper and the implications for Southend, both positives and concerns..</p> <p>It was agreed that each partner on the board would need to decide if it wanted to submit a response to the consultation on the Green Paper but the Board also needs to decide if it wants to submit a response.</p> <p>The Board discussed whether it would be useful to have a representative from Alternative Provision on the Board.</p> <p>Discussion took place – Blenheim inclusive in mainstream setting. Schools interested in the model and encouraged to visit exploring what inclusion looks like at Blenheim – alternative provision not always suitable and ideal.</p>	

	<p>MM asked that the Green paper and mechanism for responding to the consultation is circulated to the Board. It was confirmed that the consultation has been extended to September. <b>Action</b> BM to ensure Green paper is circulated to the Board.</p> <p>The Board agreed OPS group will draft a response on behalf of the partners and collective and the Board will receive the draft for discussion. <b>Action</b> BM to follow up with the OPS group.</p> <p>BM asked that a task and finish group is set up to produce a draft response to the Green paper for the Board with partners from voluntary, PCF, LA, Ed and Health. BM asked the board to email him with any suggestions and nominations for the group.</p> <p>PJ advised the SSIF is looking to arrange an event for meeting with parents and carers to encourage their input to the consultation. MM suggested Brian Gale is invited to the SSIF meeting to offer responses to any questions or queries that parents and carers might have about the Green Paper.</p> <p><b>Action</b> PJ will liaise with LA to arrange date and venue.</p>	
<p><b>5</b></p>	<p><b>Southend SEND strategy</b></p> <p>GB advised the event set up to get input into the strategy had been poorly attended.</p> <p>A meeting is taking place on 18<sup>th</sup> May as the work moves into the formal consultation process in order to get greater parent / carer engagement into the Strategy.</p> <p>Colleagues in the Local Offer team are working on communications as well as targeted advertising and targeted invitations to increase engagement.</p> <p>Suggestions to boost engagement included involvement of SENCOS who are well placed to get feedback from parents and carers.</p> <p>Some of the feedback received so far has advised that the draft does not have children, young people and parents at the centre of it. The Board agreed that wider engagement was needed.</p> <p>GB advised that a further attempt to engage parents will be made with new comms and targeted advertising.</p>	
<p><b>6.</b></p>	<p><b>Improvement Monitoring</b></p> <p><b>Monthly update and current progress assessment</b> from GB.</p> <p>Delays and red flags reported on the following</p> <ul style="list-style-type: none"> <li>• SEND strategy</li> <li>• Join Commissioning activities</li>   <li>• Balance System</li> <li>• Surveys</li> </ul> <p><b>Risk Log</b></p>	

	<p>The risk log was reviewed and the following were raised</p> <ul style="list-style-type: none"> <li>The Capacity Review was highlighted as a risk across the partnership</li> </ul> <p>The Board discussed how the risk log can be used more effectively and how the risks could be mitigated It was agreed that currently the Board does not have sufficient oversight and grip on the current risks to the offer via the risk log. It was suggested that the risk log is the first item on the agenda and that the Board would focus a a small number of risks at each meeting, identifying and agreeing the actions that need to be taken to mitigate the risks.</p> <p>It was agreed at the next meeting to look at risk register from strategic perspective. <b>Action</b> Andrew Barnes, Head of Audit in Southend-on-Sea City Council to be invited to the next meeting of the Board to give suggestions and ideas on how the board can have oversight of the risk register and progress actions to address those risks.</p> <p>Item 9 on the risk log – Caroline to bring update to the Board</p>	
<p>7.</p>	<p><b>Child/Family Experience</b></p> <p>A discussion took place on the child/family experience stories presented to the board.</p> <p>It was agreed this will be included on the agenda every other meeting recognising that some cases might take longer to come through to the Board.</p>	
<p>8.</p>	<p><b>Voice of the Child</b></p> <p>Ruth Baker – joined the meeting to give overview on what social Care has done to get youth voice/ voice of young children. RB told the Board that</p> <ul style="list-style-type: none"> <li>the work had little resource and retained some funding for a small, dedicated team</li> <li>on reflection tacking the work onto another person’s substantive job role did not work. To meaningfully engage with children and young people so their voice is heard and listened to, relationships need to be built and this can only be done if there is a dedicated post for engagement who has the capacity to make a difference.</li> <li>the Children in care council are consciously inclusive. Three young people are in special school provision and there are Children Looked After with additional and emotional needs.</li> </ul>	
<p>9.</p>	<p><b>Joint Commissioning Group Highlight report</b> postponed</p>	
<p>10.</p>	<p><b>SEND Operations Group highlight report</b></p> <p>The board expressed disappointment CAHMS were not able to join the meeting. Concerns were also expressed that there was no health voice at the meeting. KB advised hew HRCG will be joining the next meeting It was agreed that CAHMS and Lighthouse would be high on the agenda for the next meeting <b>Action</b> GB to make sure these items are included on the next Board agenda.</p> <p><b>Action</b> BM to ask Charlotte Humble to join the next meeting – to explore possibility of her support in encouraging new CAHMS provider to join the Board.</p>	

11.	<p><b>TOR</b></p> <p>Proposed Terms of Reference have been circulated and comments received</p> <p>Revisit – capture ICB/ICS – being quorate</p> <p>The Board agreed to keep the schedule of the meeting the same. Review of the agenda and standing items to take place. Board email suggestions and proposals re quoracy.</p> <p>BM advised Gemma Ackred is keen on joining the board as Secondary School Representative and will be able to join the next meeting as an observer.</p>	
12.	<p><b>AOB</b></p> <p>Co-production charter – Carron will circulate to all again reminding all to sign off – no recommendations received from the board there should be any changes. Reminder to all to sign.</p> <p>Chairing and Joint chairing of the Board – MM advised dependent on response from Ruth and rep from ICB at the board – it will be explored to share the chairing rota.</p> <p>Lynn S –advised that adult services highlighted the autism and neuro pathways in their risk log – Board to think about how can the risk log be highlighted in adult services as well – to broaden.</p>	
<p>Meeting closed at 12:10</p>		
<p>Future meeting Dates – 5<sup>th</sup> July 2022 – 10am-12pm</p>		