

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

Thursday 6th October 2022 10am - 12pm

FINAL MINUTES

Agenda Item	
10.00	<p>1. Welcome, introductions and apologies</p> <p>A welcome was extended to new member Stephan Leibrecht (SL) and Andrew Barnes (AB). Andrew is joining the meeting for item 7</p> <p>Apologies were noted from HF, OR with CMc advising she would join the meeting late. <i>CMc subsequently noted as joining at 10.35</i></p>
10.02	<p>2. Declarations of interest</p> <p>None recorded</p>
10.03	<p>3. Minutes of the last meeting</p> <p>The draft minutes of the last Board meeting on 5th July 2022 (document 3a) were agreed as accurate and signed off by members.</p> <p>GB clarified if an action from the last meeting was to invite the new DCO's to be a member of Board. MM asked the meeting for comment on this suggestion. Members agreed this would be useful.</p> <p>Action – GB to approach DCO's re Board membership</p>
10.07	<p>4. Action log and feedback</p> <p>The action log (4a) was reviewed by the meeting and updated as follows:</p> <p>53 – forward plan still in development. The proposed forward plan will be presented at the next meeting. Close this action and create new action</p> <p>87 – close action CH not needed at Board</p> <p>88 – meeting agreed it needed signatures by next meeting – circulate and then close</p> <p>89 – MM open for suggestions on this action. GB to join discussion with TP and MM on potential lead from Board and verbal update at next board.</p> <p>90 – part met, group has been identified and questions / actions agreed. A report will be prepared for next meeting</p> <p>92 – not yet done due to current position looking to resolve with MM</p> <p>93 – on agenda now close</p> <p>94 – CMc to confirm</p> <p>95 – keep open</p> <p>96 – establish due date</p>
10.20.	<p>5. Risk Log</p> <p>Item 7 was moved up the agenda to item 5. Document 7a) SEND Partnership risk log was reviewed.</p>

	<p>AB introduced himself as head of internal audit at SCC. AB was invited for this item to share ideas on how best to report on risks and add value to the current risk log reporting.</p> <p>AB stated that it was positive there is a SEND Partnership risk log, used as an active management tool which is considered on a regular basis and the closed risk tab supports the audit of previous risks.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • Improve risk reporting so that its clear what the Partnership is trying to achieve and what's preventing achievement. • Risk descriptions to be clearer and capture the extent of the difficulties and their impact. • Clarity on risk scoring and how these are calibrated. Consider adding definitions of these to show: inherent score / residual or current score / target risk score. • Risk score column follows mitigating actions column • Refine mitigating actions narrative - bullet point or list. • Ensure there is shared responsibility for the Board – consider amending risk owners to risk 'lead'. Partnership board to own the risk, but another member may lead the risk. • Some risks always remain and will be standing items, but aim is to lower them. • Ensure current and new board members understand the mechanism to raise risks and purpose of risk log so that everyone feels comfortable raising and knowing what it is used for <p>Action: CJ / GB to agree induction pack for new members and add specific detail about risk log to the terms of reference.</p> <p>Action: AB work with GB & CMC to refine risk log structure in a sharper, clearer way.</p> <p>Action: Revised risk register to next Board to agree risk leads. AB invited to attend again.</p>
10.55	<p>6. Current perspective from partners</p> <p>Document 5a and the new ICB structure was noted.</p> <p>KR updated the Board on the Livewell re-procurement. A project Manager is in place and is looking at the next stage of development. A new steering group will meet including representatives from SAVS and Healthwatch to look at specification and needs from the new system. The proposal is there will be a new system in place by June 2023. KR will provide an update at the end of November once the specification is finalised.</p> <p>GB advised there are continued capacity issues within the SEN Team and EPS. Internal recruitment processes is affecting the employment of new staff / cover. GB accepts the impact this has on schools, families and team morale. This risk continues to be flagged.</p> <p>AW raised concern about the EHC Hub which seems to be causing significant challenge for staff and families. CJ updated the meeting on upcoming review and evaluation of the Hub; in person sessions will be held with all stakeholders to gather feedback and understand how effective its use is. This will support the necessary improvements needed.</p> <p>Action: GB/CJ to provide an EHC Hub evaluation report at a future meeting.</p> <p>MM advised Board the closing date for application for the Director of Education Inclusion and Early Years had passed and that the selection process is now underway. A series of interviews and stakeholder panels that include the PCF, schools, health and safeguarding chair and another panel with children and young people takes place over October. Shortlisted candidates will be reviewed by a members appointment panel for selection.</p> <p>MM advised new Chief Executive Rob Polkinghorne joins SCC on 25.10.22.</p>

11.15	<p>7. NEU Approach pathway</p> <p>CMc talked to the report 6a, October update NEU Approach pathway</p> <p>The report highlights key learning points and gaps identified from the pilot so far. Acknowledgement that there is a way to go and the intended pathway is not there yet. Of note:</p> <ul style="list-style-type: none"> • Key challenges with increasing demand which is overwhelming the service • Additional staff are being progressed and there has been some impact with the ongoing Lighthouse transformation • MDT meetings are paused but it is a priority these resume and there is clear leadership accountability. • The reporting framework needs to be fully implemented and reports shared to give Board assurance and oversight of progress • Agreement needed on a safe cap of referrals and caseload. <p>MM stated that some of the report appeared to be a series of statements but Board need more about the learning taken from this review thus far and what happens next.</p> <p>JM voiced frustration on behalf of parents; the level of need remains but the Pathway is not operational as expected. PJ stated there was also frustration from the PCF and they have voiced their concerns often. The referral process remains unclear for families. SD challenged that the pathway was a significant joint commissioning priority, but it is letting down a huge proportion of families in Southend. The PCF are disappointed and are worried that it appears to be failing at this stage.</p> <p>CMc acknowledged the frustration but reminded Board it is a test and learn pilot, and it is funded on that basis. The pathway was overwhelmed with capacity and demand. The review paper will support the need for realistic and achievable next steps. CMc felt a launch of the pathway now would be detrimental and lead to added pressure and subsequent frustrations. Consideration might be needed for streamlining the offer, ensuring it takes account of the statutory responsibilities but pathways are adjusted so that there is a graduated response.</p> <p>MM suggested that a separate meeting was held with key partners to understand the demand, agree next steps for the pathway and to include how the partnership take responsibility and accountability.</p> <p>Action: MM to convene a meeting with leads from Health, local authority, PCF, school representative (JM) and other appropriate colleagues to consider the next steps of the pathway.</p>
11.50.	<p>8. Improvement Monitoring</p> <p>Document 8a) all plans monitoring tracker was noted. GB invited comments / questions.</p> <p>GB advised the DfE and NHSE monitoring visit is expected to take place in November to discuss progress on the APP and evidence needed to demonstrate impact. Acknowledgment that impact of the neu approach pathway is not evident yet. GB will provide feedback at next meeting.</p> <p>GB is attending the scrutiny committee next week to update the peer review actions and progress.</p>
11.55	<p>9. SEND Strategy</p> <p>GB referred to reports 10a) Cabinet report on SEND Strategy and 10b) Final draft SEND Strategy</p> <p>GB thanked the PCF for their time and input over the summer holidays into reviewing consultation feedback and shaping this final draft strategy.</p> <p>The draft strategy has been through CMT and is being presented to the vulnerable learners subgroup and the Education Board in the next week.</p> <p>Board were asked to make any final comments. PCF will share draft with their member and CMc will ensure it is sighted through the health governance routes.</p>

	GB advised that once content has been agreed by cabinet in November the strategy will be designed and developed into a suite of accompanying documents in preparation for publication.
11.59	10. SEND Operations Group highlight report Report 11a) SENDOPS Highlight report was noted with no comments received.
12.00	11. Scrutiny annual project MM provided a verbal update on the scrutiny committee annual project. SEND is this year's topic and a Councillor working party will agree the scope. Updates will be given at the next Board meeting.
12.03	12. Any other business None
12.04	Close

Attendance				
	Name	Job Title	Organisation	
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend City Council	MM
Members	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW
	Lissa-Marie Minnis	Children's Social Work Director	Southend City Council	L-MM
	Caroline McCarron	Deputy Alliance Director	Mid & South Essex ICS	CMc
	Gary Bloom	Head of SEND	Southend City Council	GB
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
	Samantha Delve	Secretary	Southend SEND Indep. Forum	SD
	Philomena Johnson	Interim Chair	Southend SEND Indep.Forum	PJ
	Krishna Ramkhelawon	Director of Public Health	Southend City Council	KR
	Stephan Leibrecht	Head Adult Social Care	Southend City Council	SL
	Tara Poore	Director	A Better Start Southend	TP
Apologies	Owen Richards	Chief Officer	Healthwatch	OR
	Helen Farmer			
Guest	Andrew Barnes	Head of Internal Audit and Counter Fraud	Southend City Council	AB

Administration	Carron Jacobs	SEND Project Officer	Southend City Council	CJ
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