

SOUTHEND SEND STRATEGIC PARTNERSHIP BOARD

Thursday 24th November 2022 10am - 12pm
Via MS Teams

FINAL MINUTES	
10.04	<p>1. Welcome, introductions and apologies</p> <p>MM opened the meeting with a welcome to all. Apologies were noted from Tara Poore, Krishna Ramkhelawon, Stephan Leibrecht and Jackie Mullan</p> <p>MM acknowledged that the meeting was not quorate.</p>
10.08	<p>2. Declarations of interest</p> <p>None</p>
10.09	<p>3. Minutes of the last meeting</p> <p>Document 3a) FINAL DRAFT Minutes 06.10.22 were reviewed. A typo was noted on the name of the new Chief Executive Rob Polkinghorne – an ‘e’ was omitted.</p> <p>The meeting agreed they could be signed off as an accurate reflection of the last meeting with the small amendment made.</p>
10.10	<p>4. Action log and feedback:</p> <p>MM led a review of document 4a) Action Log with comments noted:</p> <p>88 – CJ advised it may need a refresh given some feedback gained from members of SENDOPS since the last meeting. OR agreed it may need some work to align the charter to what else is happening at a MSE system level around co-production and offered to join any future work on this. CMc stated there was a piece of work on children’s engagement and it was important to link aims.</p> <p>MM suggested action 88 was closed and a new action created for a small task and finish group to refresh the Co-Production Charter. Members were invited to volunteer or nominate others for this and suggested a tight deadline for completion. PJ nominated herself from SSIF, GB would nominate a school rep, LMM nominated Allette Pryce and CMc agreed to find out and nominate who could join future work on the charter from the Alliance.</p> <p>Action: A task and finish group will meet to refresh and align the Co-Production Charter with other partnership activity. An update will be provided at the next meeting regarding timeline for completion.</p> <p>89 – has not progressed Board agreed to keep open to next meeting</p> <p>90 – noted that some work has been completed but it is not finished. SD suggested that this was an agenda item for next meeting. Board agreed to close this action and create a new action. Action: T&F group to report back to January meeting on the issues that emerged from the case review and the learning and improvements needed.</p> <p>94 – CMc reported that things are progressing with frequent meetings taking place however will ensure that EPUT provide written updates for circulation to Board. OR asked that communications were made</p>

	<p>available for the public too. SD made Board aware that SSIF and Essex Family Forum continue to meet with Lighthouse on a monthly basis and comms are regularly shared on their social media channels so that families understand developments. Board agreed to keep this action open</p> <p>95 – CMC reported that the ICB are committed to this action; and have recently recruited within IT to support dashboard reporting. Board pushed for a timeline on this – agreed to keep action open.</p> <p>96 – Board felt this action could be changed to understand the future of the model, so it was clear on the intentions for the Lighthouse going forward. SD suggested there was an update for next meeting. Board agreed to close this action and create new action: HF to provide an update report to January board on the proposals and options for offer.</p> <p>97 – Board reviewed this action. Agreed for CMC to ask HF if DCO should attend as and when required rather than be invited as a member. Close</p> <p>99 – GB advised this is not yet complete. Keep open</p> <p>100 – action complete</p> <p>101 – on today's agenda; close</p> <p>102 – keep open expected date of report is February 2023</p>
10.44	<p>5. Current perspective from partners</p> <p>GB updated the Board on a previous user story; 'C' a young lady who moved on into further education had recently had her annual review and amazing feedback on her progress was recorded. Board was pleased to hear she was doing very well.</p> <p>MM advised Board the following successful stakeholder and member panels and interviews, a new Director for Education, Inclusion and Early Years has been appointed and will join Southend in February 2023. She will join Board in March and meet colleagues during induction meetings.</p> <p>MM advised that apologies had recently been issued to schools and providers around some inaccurate communications on the EPUT website about the referral processes. The website is now showing correct referral information.</p> <p>CMC reported some updates within ICB:</p> <ul style="list-style-type: none"> - The Integrated Care Board (ICB) is in the process of recruiting a Director for Children and Young People and Mental Health. - ICB / ICP Strategic Planning; Jeff Banks is leading the direction of the high-level plan for the next 5 years. A joint forward plan focussing on health based priorities is expected at the end of March. - The SEE Alliance Plan is being developed with partners across the system. - Primary Care Network (PCN) Clinical Strategies are also in development focussing on the needs of the local population over the next 5 years <p>OR asked how these plans will reduce health inequalities and impact on SEND families. CMC confirmed that all plans will have a focus on health inequalities and the wider detriments of health, children and young people will be represented in each of the above plans.</p> <p>PJ advised that SSIF have now reached 2 years in existence. The SSIF website is currently being rebuilt but communications to families continue through social media. SSIF have been linking with Contact and plan to run some communications and events to ensure that is clarity for local families on the role of the Parent Carer Forum (PCF) from a local and national perspective. They plan to host an open forum for parents and specifically for local Councillors to ensure there is greater understanding within the community.</p>

	<p>MM felt this could feed into the wider work and the training offer for Councillors across the partnership as part of the Scrutiny Project. GB was asked to liaise with PJ to ensure this was incorporated into the plan.</p> <p>Action: GB to liaise with PJ regarding the role of the PCF as part of the training offer for Councillors.</p>
10.58	<p>6. Draft forward plan GB presented document 6a) the draft forward plan and comments or questions were invited.</p> <p>CMc acknowledged that health would provide some additional focus into the forward plan. MM felt the plan helped each of the Southend SEND Governance groups to organise future agendas however suggested only the forward plan for this meeting came to Board for review. Members were invited to add suggestions to forward plan by emailing MM and GB</p>
11.08	<p>7. Risk Log CMc presented document 7a) SEND Partnership risk log and reported that the SEND Scrum had met with Andrew Barnes who was able to provide some insight and challenge on how risks should be presented.</p> <p>A further meeting with Andrew has been arranged to review risk descriptions and to refine and focus on the presenting issues. There will also be more targeted work on the impact of risks so that Board is sighted on key things for example the ability to deliver business as usual and impact on key performance indicators.</p> <p>There is a suggestion that at each Board meeting there is a focus on one particular risk so there is a good understanding of barriers to delivery and achievement.</p> <p>MM observed that currently the risk category column does not describe or sufficiently capture what risk is, which is needed for Board to support and to challenge. Risks should articulate what the impact is on the delivery of the offer and what board can do. Additionally, some risks and detail may sit elsewhere. MM made a suggestion that there were individual risk logs for the Governance groups. GB agreed consideration will be given to how that could be incorporated and filtered into a Partnership risk log or if individual logs were needed.</p> <p>MM also observed that currently risks are held by GB or CMc. All partners need to share and hold risks and this needs review. MM suggested that representatives from partner agencies joined the next meeting with Andrew and the Scrum to review the risk log. All partners to think about risks to the wider delivery and impact on the SEND offer.</p> <p>Action: CMc to circulate the time and date of the next risk log meeting, inviting other partners to attend.</p>
11.22	<p>8. Improvement Monitoring GB presented document 8a) all plans monitoring tracker. The actions from the member led peer review have largely been accepted as completed and any outstanding actions will be incorporated into Scrutiny Committee's new project which will be covered in next agenda item.</p> <p>The partnership is currently waiting for a progress visit from the DfE and NHSE to review the Accelerated Progress Plan (APP).</p>
	<p>9. Members Scrutiny Committee - Review of SEND</p> <p>MM provided an update on the Scrutiny Committee's new project: Review of SEND. A working party has gathered twice so far to agree the scope and formulate the review and SEND peer improvement plan. The plan includes any unfinished actions from the LGA peer review. Councillor Cox has been nominated as chair of the group.</p> <p>The plan has been categorised into 4 areas:</p> <ul style="list-style-type: none"> - Improvements in the SEND offer and the impact and where further focus is required to improve

	<ul style="list-style-type: none"> - Current processes and approach to transition from Children's into Adults' services. - Clarify the difference between transferring and transitioning. - Review and identify what is needed to enable Councillors to respond effectively to enquiries from their residents / families with Children with special educational needs and/or disability. <p>A further 4 meetings will take place over the next 4 months. Colleagues across the partnership may be asked to support with some of the activity in the coming months and the working party are keen to get views from parent / carers too.</p> <p>Once completed a report will return to People's Scrutiny meeting after the local elections in May 2023.</p>
11.51	<p>10. SEND Strategy update</p> <p>GB provided a verbal update on the SEND Strategy. The draft Strategy has been called into People's Scrutiny on 29.11.22 for questions and comments.</p> <p>The People's Scrutiny meeting may refer the Strategy back to cabinet to agree. There has been a suggestion that the Strategy is a 4 year proposal from 22-26 given that it has not been finalised yet, however there has been much work aligned to the strategy this year that will be recorded in the action plan.</p> <p>An update will be provided to all Board members after the 29th.</p>
11.56	<p>11. SEND Operations Group highlight report</p> <p>GB accepted document 11a) SENDOPS Highlight report as read with some comments about the last meeting:</p> <ul style="list-style-type: none"> - There was a good, focussed discussion around the Eastern Region data - There is a challenge for us in respect of inclusion and how many of our pupils are placed in special school - It was agreed to release some communication about the pressures the SEND Team and Educational Psychology service are currently facing so families understood how this is being managed - In light of the SEND Team pressures schools brought about some challenge on funding in lieu of plan being issued after the 20-week deadline. This has been positively addressed and schools will now receive funding earlier if a plan is expected to be issued late. -
12.03	<p>12. Any other business</p> <p>MM asked GB to look at vacancies within the Board in respect of school colleagues and an Early Years associated partnership provider.</p> <p>LMM added that it would add value to have an Early Help representative at Board. This was agreed.</p> <p>Action LMM to nominate EH rep.</p> <p>CJ to ensure draft documents for publishing are marked accordingly and are PDF.</p>
12.10	Close

Attendance				
	Name	Job Title	Organisation	
Chair	Michael Marks	Executive Director, Public Health and Children's Services	Southend City Council	MM
	Amanda Wiley	Primary School Head Representative	Blenheim Primary School	AW

Members	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
	Samantha Delve	Secretary	Southend SEND Indep. Forum	SD
	Philomena Johnson	Interim Chair	Southend SEND Indep.Forum	PJ
	Owen Richards	Chief Officer	Healthwatch	OR
Apologies	Krishna Ramkhelawon	Director of Public Health	Southend City Council	KR
	Tara Poore	Director	A Better Start Southend	TP
	Stephan Leibrecht	Head Adult Social Care	Southend City Council	SL
	Jackie Mullan	Special School Head Representative	SEN Trust Southend	JM
Administration	Carron Jacobs	SEND Project Officer	Southend City Council	CJ