

SEND Strategic Partnership Board
Tuesday 28 March 2023
1:00 pm - 3:00 pm

Present

Name	Organisation	Initials
Niall Devlin	Assistant Director – SEND and Inclusion, CBMDC(Chair)	ND
Julie Bruce	Manager, Parents' Forum (Vice/ Co- Chair)	JB
Ruth Shaw	Senior head of integration & change (Health & Care) – women and children, NHS WY Integrated Care Board	RS
Julia Elliot	Designated Clinical Officer & Programme Manager, Complex Pillar of Children and Young People Plan	JE
Jack Skinner	Assistant Service Manager, PFA Front Door, Adult Social Care, CBMDC	JS
Ann Andrew	Principal, High Park Special School, Bradford	AA
Robena Sheikh	SEND Parent Ambassador	RSh
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (PFA Lead)	JW
Nazmun Khan	Business Support Officer, Transformation and Compliance, SEND Services, CBMDC	NK
Peter Horner	Programme Manager, Community Action, Bradford District	PHo
Kathryn Swales	Head Teacher , Girlington Primary School	KS
Christopher Dickinson	Head of Strategic Commissioning, Children Services and Public Health	CD
Lee Haris	Head Teacher, Beechcliffe Special School (Keighley and Thackley)	LH
Sharon Bowring	DMO & Community Paediatrician, Airedale NHS Foundation Trust	SBo
Debbie Jowett	Team Manager, SENDIASS	DJ
Stu Barratt	Interim Strategic Manager – Integrated Assessment and Transformation and Compliance, SEND Services, CBMDC	SB
Mohammad Shamrez	Market Place Lead, SEND Transformation and Compliance, CBMDC	MS
Chelsea Freeman	SEND Auditors, SEND Transformation and Compliance, CBMDC	CF
Emma Hamer	Strategic Manager, Intelligence and Sufficiency Service (Education & Learning), CBMDC	EH
Nigel Hammon	LO Lead, SEND Transformation and Compliance, CBMDC	NH
Lisa Brett	Head of Service, Early Help & Prevention and YJS	LB
Wendy Uttley	Coordinator & Trainer, Down Syndrome Training & Support Service	WU
Diana Bird	Principal, Shipley College	DB
Liz Barker	Shipley College	LBa

Apologies

Name	Organisation	Initials
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Sally Skipper	Transformation and Compliance Co-ordinator, SEND Services, CBMDC (CE Lead)	SS
David Stephens	Manager, CCHDT	DS
Ali Jan Haider	Director, Integrated Health and Care, Bradford District and Careven Health & Care Partnership	AJH
Amanda Stanford	Chief Nurse and Executive Director for Midwifery and Allied Health Professionals, ANHSFT	AS
Jane Wood	Assistant Director, Commissioning and Integration, CBMDC	JWo
Annette Jackson	DMO and Consultant Paediatrician, BTHFT	AJ
Adam Smith	Business Support Team, SEN Assessment, CBMDC	AS
Ava Green		
Dawn Lee	Head of Community Children Services of Bradford District Care Trust	DL
Christina Holloway	Associate Director – Integrated Health & Care, ICB	CH

Ref No	Action/Decision	Action Owner
1.	<p>Welcome, Introduction & Apologies</p> <p>ND welcomed everyone and an introduction took place. The apologies were also noted. ND formally thanked the vice -chair for chairing the last SSPB meeting.</p>	
2.	<p>Notes of the last meeting / Matters Arising</p> <ul style="list-style-type: none"> • Minutes of Last Meeting • Action Updates <p>Actions tracker was reviewed and all the actions were updated in the meeting.</p>	
3.	<p>SEND Communication Update (SB)</p> <p>SB updated on the agenda item in absence of AS. The SEN Integrated Assessment and Business Support Teams have recently undertaken a communication review. SEND Business Support phone data was shared which reinforces how busy we are as a service. The SEN team has also reviewed the SEND communication letters with a parent representative and hope to have these refreshed letters active by June 2023.</p> <p>We are now one of the top 2/3 busiest SEND system in the country (well over 5500 plans and 1400 statutory requests for assessments). From 2020 to 2022 the number of EHC needs assessment were doubled. From 2020 there has been a 34% increase year on year regarding the number of EHC assessments requested, resulting in a year on year increase of the number of final EHC plans issued (the national average growth rate of EHC plans is 10%).</p> <p>Action: SB to bring a paper back to show what the other 20 largest local authorities have in terms of statutory assessment vs their timeliness in next to next SSPB meeting (June)</p>	

	<p>EH wanted to know the data source of the EHC needs assessment. It was mentioned the data were collected directly from the Capita. Although the data reveals the majority of calls are answered on time ND asked why there is a discrepancy with parents and schools perceptions? SB reiterated there are two parts of this communication 1. email queries and 2. telephone calls. General queries in email inboxes piles up very quickly and there is a real issue in getting those replies back on a timely manner. Service Level Agreement (SLA) charter will be in place to address the email issues. In terms of calls not being answered this could be when people are contacting their case workers directly rather than using the front doors.</p> <p>DJ reiterated on the qualitative responses of the phone calls rather than quantitative numbers on answering them ontime.</p> <p>To support our families we are increasing the capacity in our service to 16 casework officers from 14 and creating 8 NEW Annual Review officer roles. We are also creating 5 NEW Complex and Vulnerable Casework Officer posts for children and young people most vulnerable to our Local Authority who have an EHC plan and a NEW Deputy manager to support these 5 officers. We hope to have all staff in post for September 2023 depending recruitment.</p> <p>Once the additional resources are in place JB suggested it might be worth looking at underlying reasons of the quality of the services and their timeliness etc. KS reiterated sometimes lots of progresses are made but not communicated to the schools and they end up chasing for those. RSh suggested for a system where schools and LAs could communicate. FAQ on the EHC assessment, SEND Portal and also the new Annual review portal will help improving the communications for the parents carers. New AR portal will be launched in the new academic year where schools as well as parents can be able to login and find out the informations/ and track their AR plans status which they used to chase for.</p>	
<p>4.</p>	<p>Parent Carer Voice (JB)</p> <p>Next parents carers meeting will be on the 20th April 2023. JB seemed slightly frustrated as there were two actions around the sleep and behaviour issues from the last SSPB meeting but unfortunately didn't get any responses (apart from one) from the SSPB members. People are working in silos in those areas and not sharing or linking up. JB made a passionate plea via the parents carers network to the SSPB members to get together to get an answer / offer for the parents carers network and also for schools to update the parents. JE mentioned across the joint commissioning workstream they are aiming for a partnership structured forum to gather the parents carers and children's voice in a robust way and also in a regular basis. Emma Hughe is leading some work on sleep but not sure around behaviour. Interm of future work, Children and Young People programme will have the structured approach for this as well as it's the priority area for the parents carers. JE mentioned their partnership comms lead Shak Rafiq is working on a programmes news letter to share the information for the parents carers and the professionals. ND requested to add them to the LO newsletter as well.</p> <p>Action: MS to explain his job and his roles in the next SSPB meeting</p>	

	<p>Action: JE to liaise with AN to reduce duplication and increase the volume of service in terms of Sleep/ behaviour</p> <p>Discussions took place on parenting support around behaviour.</p> <p>ND clarified we need collection of</p> <ol style="list-style-type: none"> 1) general parenting programmes that parents can access. 2) Specialist parenting intervention for children with ND (Neuro Diversity). 3) Parents who have complex children needs require more of bespoke intervention. <p>LB used to run the behaviour services which did support families with children of complex needs and disabilities regards to behaviour and sleep. ND mentioned that team has moved in now in Education and they are looking to redesign the services.</p> <p>LB briefly mentioned their parenting programme they deliver called 'SYGNET programmes' and shared their website for further details https://fyi.bradford.gov.uk/.</p> <p>RSh requested if they have any plan for older children? LB mentioned they can look at in future and get back to RSh with answers.</p>	
<p>5.</p>	<p>Local Offer Refresh (NH)</p> <p>Few facts about the current LO website –</p> <ul style="list-style-type: none"> • Current website was delivered in 2019 and contract ends in November 2023. • More than 800 local SEND Services are on the Website and approximately 5000 users visit the website monthly using 15000 pages. • 50% of our users use the website from Mobile devices. • SEND T&C hold quite a few co-production events and activities and every individual requested to update the LO website for various reasons. • The co-production activities are ongoing to build the improved and accessible website • SEND T&C is working closely with the SEND apprentices for the Quality Assurance using the QA templates • So far- Project plan has been developed, user requirements have been prepared, Technical specifications have been prepared, proof concept developed, funding secured and selected a preferred company to deliver the new Website and expected to meet them in next 10 days. • Going to have a new website in November, 2023. <p>ND asked NH about his confidence in delivering the website in November. NH clarified their chosen company has got all the experiences and resources to deliver them in 6 months as they work under government framework and also delivering 5 new LO websites in April 2023.</p>	

	<p>PH wondered why do we need a new website when we have the new FYI website to integrate? In the earlier meetings with FYI it was finalised not to do integration as it was not achievable due to technical issues and time scale. . NH clarified LO is a Statutory service so we must deliver individually. Out of the 800 services within the LO website 400 services have direct links to the website. As the system talks to each other not integrated LB suggested to have some practical tools to help parents navigate the website better. One Minute Guides (OMG) A4 printable information are available with pointers and links for the parents carers. NH clarified we have presence in the FYI so will be able to direct families with the OMG.</p> <p>JB mentioned parents want easily accessible general information. Schools don't use the OMG. EH clarified FYI will sit in intelligence and sufficiency service and showed keen interest to work closely with PH and NH.</p> <p>Action: EH to work with PH and NH separately</p>	
<p>6.</p>	<p>SEND Support Update (SB)</p> <p>SEND Support update will be shared quarterly. 14,570 children and young people on SEN Support an increase of 70 from last month. Group agreed to bring the SEN support outcomes for children fuller report in two meetings time.</p> <p>Action: To bring the SEN support outcomes for children full report in June</p> <p>ND suggested to go through powerpoint in SEND Support Portal and bring back any queries to the next meeting. The gap between National figures for our SEN Support cohort, is relatively small within the early stages of education but the gap increases towards the later stages. We are higher in % of 16-17 year olds recorded as NEET or not known than national data.</p> <p>RSh raised families sometimes fail to understand why Local Authority refuse to assess and felt this need to be explained to the families. ND clarified the green paper should help to clarify this. EH asked about the source of the SEND support information and age range of the cohort. SB clarified its SEND Dash Board.</p> <p>Action: EH and SB to meet to discuss the SEND Support data sources</p>	
<p>7.</p>	<p>Parent Charter (JW)</p> <p>JW went through the draft Service Level Agreement (SLA) as per the WSOA 1.1. Once this SLA is being approved it will be published on the LO Website and also shared across the partnership.</p> <p>SB formally thanked AWARE, Barnados and the parents carers group for all their support and help in drafting the SLA.</p> <p>PHo asked on Teams Chat whether managers can easily amend a staff members auto response/ answer phone messages if an individual is off sick or on leave? He also suggested to avoid acronyms if possible. SB reassured PHo and</p>	

	<p>stated they have started looking at the gaps in the communication including these.</p> <p>PHo also asked if the matters can be escalated strategically after the auto response (5 days) period is over and ND agreed it will be escalated.</p> <p>Action: JW to share the Draft PP on the SLA</p>	
8.	<p>Staffing and Recruitment Update (SB)</p> <p>SB updated the group on staffing and recruitment.</p> <ul style="list-style-type: none"> • The Democracy and Participation role will be joining the SEND T&C team in April 2023. • The Market place Lead started in March 2023. • Recruited the SEND Auditors and the first has joined in February 2023 and the second is joining in April 2023. • Complex and Vulnerable Team - the manager has been recruited and has started in post in March 2023. 4/5 of the team have now accepted roles and the first three will be joining after Easter, with the remaining staff to join at the end of the Summer Term. • Recruited to six of AR Officers roles and will be going back to advert two more next month. • Recruited the DSCO role and Two Social Work Assessors to work to improve the social work contributions to EHC plans. • There will also be 2 social work coordinators roles to be advertised this month • The new Complaints Coordinator has been recruited and started this month. • Recruited the Tribunals Officer who has started last week to support tribunals and SARS with families and professionals. <p>JB wanted to know why the Tribunals Officer role was created? SB replied for 3 reasons-</p> <ol style="list-style-type: none"> 1. Reassure the parents carers to show we are working with them 2. Will bring the tribunal data back 3 times a year in the SSPB 3. Get papers out quickly- it's better for families/schools/LA <p>JB made request the Tribunal officer to attend the parent carer network meeting in future.</p> <p>Action: The Democracy and Participation role to attend next SSPB meeting</p> <p>Action: To bring the first report of the marketplace to the SSPB in July 2023.</p> <p>Action: SB to invite the tribunal officer to attend the parent carer network meeting in future</p>	
EH	<p>A.O.B</p> <p>Shipley College</p> <p>LBa intend to invite the SSPB members to the celebration event of the Shipley college on 26th April.They are celebrating the 10th Year of their Supported Internship Programe. 100+ young people attended the Intern programme (Before Covid).</p>	

	<p>Action: Rachel Holland or Elizabeth Barker to send email invitation to the SSPB members to attend the 10th year celebrations of the Shipley College</p> <p>RSh shared concern and raised a personal experinecs around Social Media Children Exploitation. LB will look into relevant childrens training programme on the online safety.</p> <p>Action: JW to add agenda on the Online Safety around SEND Children in the next meeting</p> <p>EH shared a verbal updates on the sufficiency of special places-</p> <ul style="list-style-type: none"> 60- ASD secondary new places 12- ASD primary Appleton new places 12- SEMH – Bradford Academy new places 50- Secondary new places <p>RS shared concern if these were communicated with health.</p> <p>Action: EH to share the information after it has uploaded to the public domain Action : RS and EH to meet outside the meeting</p>	
	<p>Date of Next Meeting:</p> <p style="text-align: center;">23 May 2023 @ 1000 – 1200 Microsoft Teams</p>	
	<p>New Actions:</p> <ol style="list-style-type: none"> 1. Action: MS to explain his job and his roles in the next SSPB meeting 2. Action: JE to liaise with AN to reduce duplication and increase the volume of service in terms of Sleep/ behaviour 3. Action: EH to work with PH and NH separately 4. Action: To bring the SEN support outcomes for children full report in June 5. Action: EH and SB to meet to discuss the SEND Support data sources 6. Action: JW to share the Draft PP on the SLA 7. Action: The Democracy and Participation role to attend next SSPB meeting 8. Action: To bring the first report of the marketplace to the SSPB in July 2023. 	

	<p>9. Action: SB to invite the tribunal officer to attend the parent carer network meeting in future</p> <p>10.Action: Rachel Holland or Elizabeth Barker to send email invitation to the SSPB members to attend the 10th year celebrations of the Shipley College</p> <p>11.Action: JW to add agenda on the Online Safety around SEND Children in the next meeting</p> <p>12.Action: EH to share the information on new people places after it has uploaded to the public domain</p> <p>13.Action : RS and EH to meet outside the meeting</p>	
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