

SEND Partnership meeting notes (Covid-19 period) - 04/09/2020

Present:

Joel Herbert	Transformation and Compliance Co-ordinator, SEND Services CBMDC	JHe
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services CBMDC	JW
Luke Metcalfe	Transformation and Compliance Co-ordinator, SEND Services CBMDC	LM
Julie Bruce	Manager, Parent's Forum/Vice Chair SEND Strategic Partnership Board	JB
Tabia Afsar	Strategy change and delivery senior manager, NHS Bradford District and Craven Clinical Commissioning Group (CCG)	TA
Julia Elliott	Designated Clinical Officer, NHS Bradford District and Craven Clinical Commissioning Group (CCG).	JE

Apologies:

Ruth Shaw	Senior head of strategy, change and delivery NHS Bradford District and Craven Clinical Commissioning Group (CCG).	RS
Jane Hall	Transformation and Compliance Manager, SEND Services CBMDC	JH

Purpose of the meeting:

Fortnightly meeting between Local Authority, CCG and Parents Forum (PBFA)/Vice Chair of SEND Strategic Partnership Board (SSPB) to progress priority SEND work, agree new priorities and how/who will take these forwards during the Covid-19 period.

To ensure that the positive working relationships and progress of the SEND Reforms do not lapse and continue to progress across the partnership.

Areas discussed:

Notes from last meeting 21st August were agreed and will be placed on the Local Offer.

Actions from last meeting:

- **MOU to go to SSPB 15th September and SEND Health Sub Group 26th August for discussion.** Positive responses received at the SEND Health Sub Group with a few amendments requested. All in general agreement to be used by wider by all.
- **Any feedback to RS by 7th September for next Joint Commissioning workstream on 14th September.** Also discussed at the Health Sub-Group – RS took away comments for amendments.
- **RS to action further review of draft strategy and content by 14th September.** Will be discussed at the JC workstream on the 14th.
- **SP and SK to jointly work together to gain views from key stakeholders about whether to Inc. private sectors service on the LO website.** JB provided an update from the meeting where it was agreed to include private sectors alongside a disclaimer and clear criteria. JB informed that this is in line with other Local Offers.

- **TA to arrange for Suzy from action4send to attend a future meeting.** TA has been in contact with Suzy and is awaiting confirmation on what meeting she can attend.
- **JHe to request further information as agreed with JE from GT and to add to SEF by 7th September.**
- **JH to escalate issues re Early Help and YOT information.**
- **Draft Improvement Plan being developed by SEND T&C to be shared with group for input once completed.** These three actions were discussed as part of the SEF/Improvement plan update below.
- **RS to follow up question surrounding T4 Mental Health admissions with SB.** JB provided an update on an email received that the West Yorkshire and Harrogate Health and Care partnership have been commissioning to provide a 24 hour helpline specifically for those with Autism.

SEF/Improvement Plan – JHe gave an update on the joint work between LA and CCG on the SEF. This week we have been proof reading the final version prior to circulation with the SSPB papers on Tuesday. The aim is to ask the SSPB to sign off the current version as is so that we can then move to Quarterly updates.

There are still areas of narrative that we are waiting for: from Health; Early Help and YOT. JE is going to update the outstanding Health Items. JH and JHe have meetings with Early Help and YOT on the 18th September.

The SEND T&C Team spent a day working on the Improvement Plan. This involved pulling together the 'Areas for Improvement' from the SEF and aligning with the 'Next Steps'. Each point has been assigned an owner and a lead workstream. Once finalised, the improvement plan will feed into each of the workstream action plans.

JE asked how this will link into the CCG Improvement plan – JHe suggested we have a working party (similar to how we developed the SEF) to review the improvement plan to ensure it reflects the improvements needed across the Local Area.

Action: SSPB to sign off SEF v44 at the meeting on the 15th September

Action: T&C team to finalise improvement plan and circulate with this group for initial comments. After which, arrange a meeting to review.

Coproduction and Engagement – LM gave an update on the Engagement plan that had been circulated to all partners for completion. Responses have been received from most partners but still waiting for responses from Health colleagues. The MoU will be going to the SSPB on the 15th September. The draft coproduction values will be going to the Coproduction workstream on the 29th September.

LM has also drafted a short survey for families, operational leads, and strategic leads on their expectations on Joint Commissioning. JE suggested this goes to the Health SEND sub-group to aid in responses from both health commissioners and health providers.

Action: LM to circulate survey via the Health SEND Sub-group

Preparation for Adulthood – JW provided an update on the work currently underway with Pat Bullen who is the Regional PfA representative. A PfA audit has been circulated to all partners and providers to complete. There have been a large number of responses except from schools and colleges which is likely due to the summer holidays and current Covid situation. The responses from the Audit will go to the PfA workstream on the 21st September.

SEND outcomes framework – following the CDC session, the 6 outcomes that were identified by children and young people have gone out for further consultation to ensure we have the correct understanding of what CYP want to achieve. JW has produced a survey to support in this but responses have been slow. The deadline for responses is on Sunday so we hope to receive a few more by then.

Short Breaks survey – following the recent short breaks survey, we are now looking to run four focus groups to discuss the outcomes further. The first two are planned for the 23rd September and the 1st October. JW has put together a PowerPoint to aid in the running of the sessions. The aims of the focus groups are to: 1) Build upon findings from the Short Breaks survey as the number of respondents was too small to fully understand the experiences of the population, 2) gain the trust and greater involvement of families 3) invest in the process, looking to embrace and learn from experiences and knowledge, 4) Use feedback to review our Short Break Statement which is scheduled to be published by the end of October, but this is dependent on the feedback. JB informed the group that the PFBA have had a dozen parent and carers who have the experience and understanding of being involved in consultations surrounding Short Breaks. JB offered to make contact with them to see if they would be willing to participate in these focus groups.

Action: JW to circulate the PowerPoint for the focus groups to JE, TA, JB

Action: JB to liaise with JW about potential participants from the PFBA

Regional Into Employment project – JE circulated an email earlier in the week regarding this employment project pilot happening in Bradford with the concern that there wasn't currently the link with the PfA workstream. JW made contact with Ryan Cowley who was a member of this project board to enquire further. JW has now invited RC to be a member of the PfA workstream moving forward and has asked to join the project group to ensure this links are maintained.

This led to a conversation regarding how joined up we are as a local area regarding LD. JB informed the group that Mairead used to be the person who linked this all together but since her departure there is now a gap. This has been discussed at previous meetings and raised previously with Jane Wood. JHe will ask JH to raise again.

JE felt that there can be a general disconnect at times around SEND and that we need to discuss further how matters like these are fed into the workstreams and SSPB. JE asked if this could be part of the agenda for the next SSPB but JHe informed that the agenda is already full and suggested to raise it as an AOB or look to have it as an agenda item in October.

Action: JH to raise with Jane Wood

Action: JE to raise as an AOB at the next SSPB

Compliance – JHe provided a compliance update. As of the end of August, the compliance rate for the year stood at 44.0% with only 4 assessments over 20 weeks waiting. This is extremely impressive considering the backlog and the impact of Covid.

AOB

Multi-agency Quality Assurance meetings – TA requested whether these meetings could resume soon as Charlie Lowe previously informed we could restart these in a virtual manner. JHe explained about the work of the T&C team in dip-sampling EHCPs which showed an increase in the quality of plans produced but that they were still variable. This is scheduled to be discussed at Monday's Integrated Assessment workstream so this can be raised too.

JE also raised the question of the EHCP survey and whether this can feed into the discussions around QA.

Action: JHe to raise with ND and CL prior to the workstream, ready for a discussion on Monday. JHe to provide an update at the next meeting.

Action: JE and JHe to discuss how often the results of the EHCP survey are reviewed and by which workstream.

Next conference call meeting: 18th September 2020, 10am to 11am

JH to add conference call details to the meeting invite.