

**SEND Strategic Partnership Board
Tuesday 21st September 2021
9:00am- 11:00am via TEAMS**

Present

Name	Organisation	Initial
Julie Bruce	Manager, Parent's Forum, Vice Chair SSPB	JB
Niall Devlin	Strategic Manager, Integrated Assessment and Psychology, CBMDC	ND
Stu Barratt	Transformation and Compliance Lead, SEND Services, CBMDC	SB
Dawn Lee	Assistant General Manager, CCSBDCT	DL
Ann Andrew	Head Teacher, Hyde Park Special School	AA
Josh Wadsworth	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	JW
Joel Herbert	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	JH
Sally Skipper	Transformation and Compliance Co-ordinator, SEND Services, CBMDC	SS
Julia Elliot	Designated Clinical Officer, Bradford District and Craven CCGs	JE
Ruth Shaw	Senior head of strategy, change and delivery NHS Bradford District and Craven Clinical Commissioning Group (CCG).	RS
David Stephens	Service Manager CCHDT, Social Care	DS
Peter Horner	Community Action/Young Lives Bradford	PH
Lynn Donohue	Strategic Manager, Specialist Services, CBMDC	LD
Andrea Walters	Head of Service, Social Care, CBMDC	AW
Lynne Donohue	Strategic Manager, Specialist Services, CBMDC	LD
Mary Ryan	Strategic Commissioning Manager, Children's Services, CBMDC	MR
Nazmun Khan	Transformation and Compliance Business Support, SEND Services, CBMDC	NK
Sharon Bowring	DMO Consultant Paediatrician, Airedale NHS Foundation Trust	SBo
Ian Morrel	Head Teacher, Titus Salt School	IM
Debbie Jowett	Manager SENDIASS	DJ
Theresa Holden		TH
Diana Bird	Vice Principal, FE, Shipley College	DB

Apologies

Name	Organisation	
Marium Haque	CBMDC Deputy Director (Education & Learning) – Chair of SSPB	MH
Christina Holoway	Associate Director- Keeping Well, Bradford District and Craven Clinical Commissioning Group (CCG)	CH
Ali Jan Haider	Strategic Director of Keeping Well Bradford District and Craven Clinical Commissioning Group (CCG)	AJH
Kal Nawaz	Corp Prog Lead (Early Yrs & Ed), Office of the Chief Executive, CBMDC	KN
Annette Jackson	Designated Medical Officer, Consultant Paediatrician, BTHFT	AJ
Irfan Alam	Deputy Director Social Care	IA
Wendy Uttley	Downs Syndrome Support Group	WU
Lisa Brett	Head of Service, Early Help and YOT	LB
Lynne Donohue	Strategic Manager, Specialist Services, CBMDC	LD

Ref No	Action/Decision	Action Owner
1.	<p>Welcome, Introduction & Apologies</p> <p>The Vice-Chair (JB) welcomed everyone to the meeting and chaired the meeting in absence of MH.</p>	
2.	<p>Notes of the last meeting:</p> <p>Action: Updated SEF to be shared with SSPB Board members.</p> <p>SB mentioned they have now updated the SEF and mentioned it will be discussed on agenda item 3 in the meeting.</p> <p>Action: SB will take away the action point to review the project areas with board members and come back to the next SSPB with an update.</p> <p>SB also added that they had got SEND Transformation Programme on agenda as well and thanked all the people who contributed to the workshop/ storyboard for the programme over the last 3 weeks. SB appreciated the brilliant work and co-operation of everyone they met to shape this big and huge SEND Transformation Programme. SB formally thanked and recognised the hard work of JW, SS and JHe and</p>	

	<p>SEND T&C team in pulling these big programmes and supporting SB for shaping them.</p> <p>Action- Keep as an agenda item to have regular updates RE: Children Young People Transforming Lives Plan: Action- A further update will be available at the next SSPB in September.</p> <p>SB mentioned that there is an agenda item for the Children Young People Transforming Lives Plan in today's meeting, as well as the update around the highlights reports as well. SB also mentioned they have an update on short breaks which he will update as well.</p> <p>Action: SB to review the membership of the SSPB in line with the new ICS structure and health.</p> <p>SB also mentioned that he had reviewed the membership of the SSPB in line with ICS structure & health and announced that DL is joining today's meeting on behalf of the Bradford District Care Trust to make sure all 3 trusts are represented in the SSPB group.</p> <p>SB also raised that they will bring back the Terms of Reference as an A.O.B matter as there are some leavers and moves in the group and will make sure ToR is updated.</p> <p>Action: JH to email JB re a new parent rep for the workstream. JB updated that a new parent rep was picked up and this action was dealt with. JB added that they are looking for a parent rep for all the workstreams they have got and are still working on having a parent carer representation on the Quality Assurance and EHCP plan.</p>	
3.	<p>SEND Inspection/ SEF Update</p> <p>SB mentioned that the SEF was updated and shared with few partners. SB added that at the moment they are updating a Brand new SEF and writing it up in the next week and a half. SB clarified that the reason the SEF was not shared in the SSPB papers was that a few partners still haven't got a chance to view and feedback on them. SB announced that they are hoping to get those responses back by early next week.</p> <p>SB hoped that the colleagues felt comfortable with the way the new SEF narratives had been re-written. SB added that the initial SEF was not constructed, including each of the workstreams but the new re-written version is much easier to read and all the key information from the 4 workstreams are included, so there is no need to cross-check and</p>	

read them. SB added that school sufficiency and places are included in the new SEF and also added a section on school transport. The sections of the SEF were more scattered in the old SEF and now more integrated into the new version. They are going through the SEF narratives now so that people are happy and also realise that it's written in a more inclusive style (we/ our). SEF is still a long document despite having 65 pages instead of 80. SB requested the group to feedback on their relevant sections once they receive their copies. SB announced that they are probably going to be inspected in the next 2 to 3 weeks and focused on sharing out the copy of the SEF within 5/6 working days and hoped to have a week to make any other changes. In addition, SB shared his special thanks to DS for the complex children team and also to ND and some other colleagues in social care who helped.

SB mentioned that SEF is re-written and 80% of the inspection documents are ready for the inspection. SB stated that the child-level list will be pulled once the inspection call is received. Really good progress has been made across the partnership by pulling and completing a lot of the work together, and the vast majority of the position statements are covered now.

SB added that they pulled together tribunals data as well. They got the short breaks statements and also received a lot of the relevant information as well. SB added that they are in a very good position in terms of the SEND inspection preparation now compared to 2 weeks before.

SB also appreciated the hard work and excellent job that the partners did together for the inspection preparation work. He announced to share out the inspection readiness reports with key colleagues.

Action: SB to send out the inspection readiness reports to the key colleagues.

JB said that if the group has any questions they may ask SB, and suggested the group be well prepared for their relevant area for the Ofsted Inspection and contact SB/ SEND T&C if there is any need.

SB mentioned that there is also an Ofsted requirement to share a list of SEND T&C meetings' members and the SEND team has pulled the list of different meetings for the inspection. SB requested for the partners to share their named members for arranging virtual and physical meetings with Ofsted.

Action: SB to circulate inspection meeting list to relevant parties

<p>4.</p>	<p>SEND Transformation Programme</p> <p>SB mentioned that they have done a huge amount of work with all of the partners and nearly met everyone from the SSPB board members in part of pulling the transformation programme together. SB added that they have captured the feedback across the partnership and collapsed them into a project with timelines and updated objective areas for consideration which was shared in the SSPB papers before the meeting.</p> <p>SB suggested getting some initial feedback from the colleagues and to ask if they have anything to discuss from the proposed SEND transformation programme.</p> <p>SB mentioned that the next stage of the activity would be to take the projects into each of the workstreams for further development and project design across the Local Area and support them with appropriate resources. SB stated three key highlights</p> <ol style="list-style-type: none"> 1. Workforce development – still there are gaps. 2. Academic attainment – take back through PfA workstream 3. Timelines <p>SB added that timelines mentioned in the programme were rough and indicative and further work is required to provide greater granularity in each of the projects.</p> <p>SB formally thanked the partners for all their support and partnership around the workshops. SB also mentioned that some of the workshops were excellent. SB specifically mentioned that the session with the PH /VCS was brilliant. SB also added that they have got few stories to share with the Ofsted and future improvement.</p> <p>JE suggested it is really important that the SSPB also sight on the workaround Neurodiversity/ Learning Disability and Mental health works and how they manage those updates.</p> <p>The programme looked good to MR, however she was a bit concerned about the timelines and suggested that need to be more realistic. SB replied, saying that it was a good point but also a fair point would be to make decisions on how the projects would be prioritised and that the realistic timeline then gets pushed back a bit.</p> <p>MR also mentioned that the programme needs to be clearer around the resources. SB suggested that the group may need to go back and take action on resourcing paper focusing on the reasonable time frame vs capacity and identifying any gaps. He also suggested that they bring the resource paperback to the SSPB group and discuss further on priorities and additional resources.</p>	
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Action: The SSPB group to do resourcing paper around reasonable time frame vs capacity and making sure they bring them back to the group for further discussion on priorities and resources.

PH added that it needs to be seen as how things are aligned collectively including all these workstreams. JB agreed and added that it needs to be checked periodically about where the workstreams are and how they fit together.

SBo shared her feedback around the language of the programme and mentioned that it was quite opaque and strategic to her. JB appreciated the point and SB mentioned that it was a good challenge and added that there is always a risk around various people and collating the various feedback in succinct version. SB proposed to have a meeting with SBo and go through the PowerPoint in more detail and will alter the ambiguity to make it clearer for the parents/carers and young people.

Action: SB meet colleagues to review the SEND Transformation Programme PPT language.

RS also shared feedback on the timeliness of the SEND Transformation Programme around health partnership working and commissioning projects.

ND commented that it was obvious that the new SEF reflected on various projects' initiation and all these projects via the SEND Transformation programme show where they want to be in two years. ND requested SB to explain more about the new SEF structures.

SB explained there are 4 paragraphs of the SEF: the first paragraph describes the settings of the programme in terms of where they are and what it is, the second talks about the data and key performances, the third describes what needs doing if they are not where they should be and 4th paragraph is what's the timeline. SB added that the proposed programmes reflect the improvements they want to make and agreed with RS that a lot of the projects can be linked with the meetings that are already ongoing to avoid wasting their time.

ND added that the new SEF's language has changed and it is a lot more engaging and friendly, and the new 4 paragraphs will make it clearer on where they are and where they want to go. ND also mentioned that SB has added a workstream called 'enablers' which is about how capacities add up to the workstreams to achieve the outcomes.

	<p>DB raised a question concerning the communication plan of the SEND programme to the children and families.</p> <p>SB agreed with DB around the importance of communication and added that firstly, the board needed to be consistent on the narratives on where they are and celebrate the hard work and successes that were achieved in the last 18 months. SB added that there was a real improvement in Health, Education and Social Care and once they know their focus then they can have a healthy debate on how to communicate that with the parents and carers. SB agreed that the communications need to be on many platforms too, for example, school websites, CCG, parents and carers, groups, council website, Local Offers etc. SB suggested that there needed to be a good and healthy debate in the next 6 to 8 weeks around this especially after inspection as it will be increasingly challenging. SB agreed that the SSPB board will play a pivotal role in communications for the improvement works and final configurations and timelines and will play a critical role in assessing the right communications to the parents and carers that reflect LA's growth. SB suggested action for the board and JB agreed on it and added that transformation is a huge matter and the young people and parents need to be part of it and feel good about this growth.</p> <p>Action: Once all the projects and improvement areas are re-shaped and the board needs to show a communication plan around them.</p> <p>DL appreciated SB's proposal around smart meetings and also believed that SEND should be the centre of everything that they do.</p> <p>JE mentioned that the transformation works are taking place at the ICS level as well and requested the SSPB to have a thought on how to fit those works in.</p> <p>DL welcomed JE's comment and mentioned that they are drafting a plan working on re-designing school nursing and stepping up on their SEND roles and responsibilities and moving around resources to create something better. JE suggested bringing the draft approved plan back to the SSPB team to share with everyone and do further discussion.</p> <p>Action: DL to let the SSPB group know once the plan is ready and bring it back to the meeting as an agenda item in future SSPB meetings.</p>	
5.	<p>Neurodiversity Assessment Business Case (RS)</p> <p>RS shared the good news on the Neurodiversity Assessment business case and the funding allocation and work areas that it would cover. RS formally thanked PH in the meeting for his helpful and constructive</p>	

comment on the draft business plan and also thanked MW, JE and other colleagues for their support.

Key points from the update:

- In September 2021 the Integrated Health and Care Partnership Board (IHCPB) supported a business case to address the backlog of long waits for autism and/or ADHD assessments and agreed to the following allocation of funding:
 - ❖ A £1.73m non-recurrent allocation to address the backlog of long waits
 - ❖ A £721k recurrent funding to enable full implementation of the clinical model for autism assessment
- Alongside this funding, they have also secured £173k additional non-recurrent funding from the West Yorkshire and Harrogate ICS and have a non-recurrent £100k from BTHFT to be used to support them to address the backlog of long waits.
- They are currently drawing up the implementation plans and will develop trajectories showing timescales for addressing the waiting list.
- The IHCPB have agreed that this neurodiversity assessment model should form part of the agreed systems strategic plans to move from an assessment led to a needs-led model for neurodiversity, as currently the referral rates for assessment continue to increase on an almost month by month basis. Damon Boxer has been asked to “hold the pen” on the response of this system.

SS raised a few questions on Co-production points of view and asked RS if they have received any feedback around the assessment from the parents and carers. RS replied that they received some positive stories especially after post cohort consultations and got positive responses from them. RS added that one of the changes they have done is the changes around terminology and rather than talking about provider or outsourcing they added ‘partners’ in the process and parents’ information package include all that information which reflects their continuation in being part of the same Local Services.

SS requested RS to share the good practice work so that it can be shared with the parents.

SS also asked RS about the update on communications back to the 1789 families that were raised in the January SSPB meeting. RS replied that this good news has not been communicated with the parents and carers as nothing happened yet apart from getting the

	<p>funding. RS also reassured that they are having an internal conversation around the communications as they are having a system change i.e. moving from assessment led to a needs-led process.</p> <p>JB reiterated that building the relationship with the parents and the young people would be crucial for this brilliant ongoing improvement.</p> <p>ND acknowledged the business commitments and the huge moves made by CCG and mentioned that RS and the team's hard work around improving and designing diagnosis should be celebrated.</p>	
6.	<p>Highlight Report: Children and Young People Transforming Lives Updates (JE)</p> <p>JE developed and shared the first highlight report on Children and Young People Transforming Lives Updates before the meeting. JE talked about the context of the report and mentioned that this first highlight report was produced to share the consistent message across the stakeholders and partners. JE also mentioned their good news, current focus and discussed few points that required decisions.</p> <p>JE requested the group to share any feedback/ suggestions on this first highlight report.</p> <p>SSPB group to email back to JE sharing any feedback on this highlight report.</p>	
7.	<p>Interim Children and Young People's Plan (SB)</p> <p>SB updated on the Interim Children and Young People's and shared the 2021/2022 plan before the meeting. SB followed up on the partners' meeting around the voice of children point who wanted the SSPB board to comment. SB gave feedback saying that colleagues wanted to see more ownership and input relating to the SEND agenda which is not currently in the plan. SB mentioned that they are going to take back the feedback to the Assistant director. There was also additional feedback on making sure the people had input to the plan.</p> <p>The feedback has been taken back to the author about future engagement, participation and also to reflect on the actual document that was produced. SB added that there was a slightly unusual scenario because normally they have children and young people to reflect the full of the 3 to 4-year highlight cycle for social care. Unfortunately, during the middle of the lockdown children's plans were ended and engagement and participation were practically impossible, so they had to do an interim plan. SB added that feedback has been collected and will be formally sent back and those changes and reflections they would like to incorporate into the versions that would go out ahead of the</p>	

	<p>social care inspection. SB added that the feedback has been given back to the chair and actions need to be taken on those reflections that were made.</p> <p>JB added that she was one of the partners who requested this agenda item. She added the plan's visual presentation looked nice but there was no child with SEND in there or a child with a disability. The plan didn't reflect the children we look after and support. JB mentioned that she was glad that other partners felt that way as well. JB mentioned the plan needs to be revised to reflect the children and young people who are the stakeholders. JB asked about the timeframe for the revised publication and SB mentioned he will find out and will update in the next SSPB meeting.</p> <p>RS mentioned that pragmatically the plan might have already been published so there may not be an opportunity to change this version but the lessons learned for the next version. RS added that the plan didn't reflect the system working and also there was no mention around children's mental health workers as well. RS hoped the plans will be more inclusive in future.</p> <p>DC asked SB if he could mention the author's name so that they could go back to them with their feedback. SB took this as an action and mentioned that he will let the colleagues know the details.</p> <p>Action: SB to let colleagues know the person/ people that they can go back to with their individual / additional feedback.</p>	
8.	<p>Highlight Reports – SEND Transformation and Compliance</p> <p>Preparation for Adulthood:</p> <p>JW mentioned few updates-</p> <ul style="list-style-type: none"> • Agenda at September SENCO Network meeting • HA went through the consultations and working on the Bradford PfA brochure. • ARRT team to work way through plans that have not been updated. • Family Leadership Programme modules in draft form, with the first session happening in October 2021. <ul style="list-style-type: none"> • Project manager (IB) to attend PFA workstream meeting in October to drive recommendations following the vulnerable young person review. 	

	<ul style="list-style-type: none"> • 41 Supported Interns in 2020/21 and 8 YP enrolled into employment project in Bradford, by SORM to date for the academic year 2021/22 • NEET Action plan updated <p>DB asked about the employers' feedback and involvement around supported internships project, and JW replied they have employers' forum where employers who are involved in the project are sharing the positives and promoting the supported internship programme.</p> <p>JB questioned whether council was offering internship or not. JW replied out of 8 YP into employment projects 6 are employed by council. When asked which types of council by LB, JW replied that he would come back to the group with the specific answer, however, we shared interest for 1 YP's employment into the Local Offer project in council.</p> <p>Integrated Assessment:</p> <p>JHe mentioned few updates and shared an infographic via Teams screen-</p> <ul style="list-style-type: none"> • the RAG ratings haven't changed since the last meeting. • there will be a new quality assurance framework under SEND Transformation Programme. • EHCP QA multi-agency group continues to meet to review multi-agency plans • Capita SEND portal was launched the week before. • Two clinical leads for the Health presented a Health update with relation to their work around the input of Health advice to the EHC process and the Health quality assurance framework • Action Plan for the workstream will be reviewed in the next IA meeting • The next Annual Review Recovery meeting will be in October to look at the recovery plan of annual reviews moving forward. • RS provided an update on the Neuro Diversity business case <p>JE appreciated JHe's infographic and asked if she could share it with SEND Health Partnership group. JHe happily agreed and mentioned SSPB papers are in the public domain. DL also appreciated the infographic and asked if the SEND Infographic would be updated more frequently rather than on an annual basis, to which JHe explained that some of the data are received annually, however, he will look at this in more detail with IMT and check the possibility of getting more frequent infographics.</p>	
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Action: JHe to look at whether it is possible to update the SEND Infographic more frequently

AW opened up a discussion on the Gender split of the infographic information. JHe mentioned that it was interesting and mentioned that ND would be in a better position in responding on the matter. JHe added that in the SEND dashboard the gender can be further split by the primary need.

ND added that the 3 top primes needed are ASD, SOCN, and SEMH and 1 in 3 children with EHCP's has been diagnosed with ASD. So children with ASD and SEMH may be disproportionately male in terms of identification.

AW seemed concerned about the massive difference in gender gap which made her thinking if we were missing out on identifying girls' needs.

ND agreed with AW and reiterated that all the young people's needs need to be identified within the schools. RS added that the new system on needs-led rather than assessment led process hopefully will help us pick up the girls need in education settings to balance the gender level. MR agreed with RS and also added another point around young men's struggles and their behaviour escalation which may cause them to need more support. ND mentioned that they have several areas where they have flagged into the data to identify where they may or may not be over or underrepresented and trying to put a place and try to address that.

Co-production and Engagement:

SS updated the highlight report that was shared. SS reiterated few updates that JHe mentioned already and focused on the co-production points of view. SS mentioned progress being made around phase transfer and received positive feedback from one of the SENCOs in the Co-production workstream meeting.

SS mentioned that they are doing a lot of work around communications, and one of the biggest challenges is communications with the families around this and making sure all the frontline staff are aware as and when the plan should be updated. SS added as a workstream they will look in more details on responsiveness and try to set clear objectives around them in the next meeting. SS raised a message for every team on how the team are responding promptly if parents/ carer are asking for support.

JB reiterated the issue on responsiveness and agreed with SS.

JB gave a heads up to the group and asked to think ahead about what should be included in the inspection newsletter.

	<p>JB asked the group about having no joint commissioning highlight report. SB replied the joint commissioning group haven't met for the last couple of months and there is a couple of changes on management to the arrangement as well. SB added that they have some new people added to the meeting as well and SB will meet the chair (AJ) and make sure the right people are on board to look at the workstream plan. SB reassured to the group there will be a highlight report in the next SSPB meeting.</p>	
	<p>AOB:</p> <p>SB announced the council has agreed to put £552,000 into short breaks and agreed by the executives in the last week. SB added that it was good news for them and they will be creating a new short-break assessment team probably by January 2022 to do need led assessment for children with Education, Health and Care plans (EHCP).</p> <p>SB also added that they met the other colleagues who are in the short-breaks provision and commissioning area. SB mentioned that this good news will be communicating out via press. SB also added that the manager post will be out by next week.</p>	
	<p>Date of Next Meeting:</p> <p>Tuesday 19 October, 2021 @ 09.00am till 11.00am</p>	