

## CCGs working together

Airedale, Wharfedale and Craven CCG  
Bradford City CCG  
Bradford Districts CCG



City of  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL

Department of Children's Services

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# SEND Strategic Partnership Board

## Chair: Marium Haque

19 March 2019  
9:00 – 11:00am, Room 104, MMT

### Attendees:

Name	Organisation
Dominic Wall	Southfield Grange Trust (Special School Rep)
Julie Bruce	Parent's Forum
Ann Andrew	High Park School
Ruksana Sardar Akram	CBMDC
Ruth Hayward	NHS Bradford and Craven CCGs
Marium Haque	CBMDC (Deputy Director, Education and Learning) - Chair
Anne Andrew	High Park School
Anne Chester-Walsh	Interim Assistant Director (Children Social Care improvement)
Lynn Donohue	CBMDC
Sharon Bowring	ANHSFT
Gareth Flemyng	Adult Social Care
Gail Grant	Riddlesden St Mary's Primary School
Mark Anslow	CBMDC (Prevention and Early Help)
Andy Crabtree	CBMDC
Wendy Fairman	CBMDC
Stephen Nyakatawa	CBMDC
Sally Townend	CBMDC (Transitions Service Manager)
Lorraine Hawkesworth-Quill	CBMDC (Respite CCHDT Services Manager)
Julia Elliot	BDCFT
Annette Jackson	BDCFT
Nav Chohan	ShIPLEY College (Principal)
Dianne Richardson	Headteacher Rep - Swain House Primary School

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Rahila Nazir	CBMDC (SEND Dedicated Business Support Officer) – Note Taker
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### In Attendance:

Name	
Rachel Hoyland	Supported Internship Programme Coordinator, Shipley College
Young Person	Voice of young person, Shipley College
Attila Damas	Shipley College
Sarah Pawson	CBMDC (Local Offer)
Emma Hamer	CBMDC
Diane Cochrane	CBMDC

### Apologies :

Name	
Ian Morrel	Titus Salt
Jenny Cryer	CBMDC
Ruksana Sardar Akram	CBMDC
Gareth Flemyng	Adult Social Care
Peter Horner	Community Action/Young Lives Bradford
Angela Vinnicombe	Ingrow and Long Lee Primary School - Resigned
Ali Jan Haider	Bradford CCGs
Debbie Jowett	SENDIASS
Wendy Uttley	Down Syndrome Training and Support Service and a parent
David Byrom	CBMDC
Sasha Bhat	Bradford CCG

Ref. No.	Action / Decision	Action Owner
1.	<b>Welcome, Introduction &amp; Apologies</b> The Chair welcomed everyone to the meeting. Introductions were made and apologies noted.	
2.	<b>Voice of a Child</b> Young Person (YP) gave a presentation of himself, of his life experience and aspirations and thanked the Board for allowing him the opportunity to talk: YP completed his Supported Internship in 2017. YP said the reason	

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he was standing in the meeting was because of the SIP (Supported Internship Programme) and the support received from Shipley College which helped to build his confidence. As a result of this he was able to secure a placement and then employment at Asda superstore. Asda also helped in supporting YP within the working environment. He wants to be independent and earn his own money.

YP advised that he is 1 of 6% of young people with learning and physical disabilities in work. He said that he would like Bradford companies and businesses to give opportunities for this group of people. YP recommended enrolment on the SIP which supports young people to travel, work and build on their confidence.

The meeting applauded YP for sharing his experience with the Partnership and the following comments were made and questions raised:

- Do you think things could have been made easier for you?  
YP advised SIP was what he had expected, and didn't feel that anything could be better than it has been.
- How easy was it for you to join SIP?  
In the first year, completed the Foundation course, followed by two years of Media.
- How easy was it to find out about the SIP?  
The Media course tutor recommended YP to do SIP
- If you hadn't got a job at the end, would you have looked at any other avenue?  
Yes, would have looked for other jobs with his parents support which possibly would have been more difficult /harder

EH thanked YP for sharing his experience said that he was inspirational and that all partnerships should work collectively to improve services, well done.

The Chair thanked YP for sharing his story which she truly found inspirational. She said the LA will work with business in bringing them together to look at meeting the needs of young people with disabilities. The Chair invited YP to have a role as Ambassador in inspiring and advising businesses.

The Chair asked College representatives if BMDC had any supported internships. It was noted that they had not, the chair undertook to pursue this further. Anne Andrew suggest she may be able to provide representatives from High Park School to cover the 'Voice of Child' item for the next board meeting.

Nav reported that a Government grant is available to increase internships. AC advised that supported internships and transition to employment and work experience was discussed at the Preparing for Adulthood Workstream.

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	<p><b>Action: The PfA Workstream to lead on this and shaping it.</b></p> <p>On behalf of the Board the Chair thanked YP and Shipley colleagues for the presentation.</p>	<p><b>PfA Workstream</b></p>
<p>3. 3.1</p>	<p><b>Minutes of the Last Meeting &amp; Matters Arising</b> The minutes from the last meeting held on 26 February 2019 were accepted as accurate and true record.</p> <p>Matters Arising: Page 3: PfA Workstream: The Chair asked to bring in employers to the workstream. <b>Action: AC to follow up employers through Preparing for Adulthood Workstream.</b></p> <p><b>GCSX Secure Email ending 31 March 2019</b> The government is stopping the Government Connect Secure Extranet (GCSX) network due to being able to provide the same level of security using other more efficient means. From 31 March 2019 - .gcsx.gov.uk messages will no longer be delivered. Bradford Council has made improvements to its own IT security which means @bradford.gov.uk email addresses are now as secure and Health is able to use to .gov.uk network.</p> <p>Integrated and Assessment Workstream: Flowchart has been circulated</p>	<p><b>AC</b></p>
<p>4. 4.1</p>	<p><b>The Local Offer</b> Sarah Pawson provided an overview of the Local Offer Service (LO), and its developments including the new and improved LO website to go live by end of May 2019 and the Service Level Agreement (SLA).</p> <p>Local authorities have a legal statutory duty to develop and publish a Local Offer setting out the support they expect to be available for local children and young people with special educational needs (SEN) or disabilities 0-25yrs and their parent/carers.</p> <p>LO Developments:</p> <ul style="list-style-type: none"> <li>• A SEND pocket guide has been produced.</li> <li>• Peer Review undertaken</li> <li>• Feedback from parents, carers and young people is received and published onto the LO to develop the LO and services published on the website.</li> <li>• Accessibility to specific information (e.g. football for a young person with Autism age 11 BD20 who requires support) will be improved with the new and improved website. The new website will have the ability for users to</li> </ul>	

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access and search for information, activities and services which will enable access to information using filters, type of information, age ranges, postcodes, need etc.

- Engagement and co-production with Key stakeholders has taken place to develop the new website, design stage review and again at test live stage April/May 19.
- The new website will enable services to update/review their own information, add new services on the LO and provide responses to feedback which will improve the current SLA mechanisms.

Marketing and advertising is in place for the new and improved website

- SEND LA Self Evaluation Framework:
  - Effective Local Offer co-produced with CYP, PC, SP evidence of this work is within the document and published within the LO website in Annual Reports.
  - LO is a strength for Bradford LA as identified in SEND SEF and LA peer reviews /challenges, with evidence-LO annual reports published, data and case studies
  - LO part of the SEND Co-production working group-feeding in the views of parents e.g. Pathways for services that parents can access.

### **SEND Local Offer Service Level Agreement-Mechanisms and Timelines:**

Local authorities and their partner bodies and agencies must co-operate with each other in the development and review of the Local Offer. This is essential so that the Local Offer provides a comprehensive, transparent and accessible picture of the range of services available.

Bradford LO has a SLA agreement in place with services and provisions to ensure Compliance by working together to provide;

- Good working partnerships across education, health and social care sector services and its leads, including the voluntary and community sector
- Information about services, provisions and activities available for children and young people with SEND 0-25 and their parent/carers
- Information that is accurate, reviewed and up to date for families
- Comments about the Local Offer and its services/provisions are shared with services and commissioners leads to act upon, respond and develop services
- Mechanism and timelines are in place to remind services to update, review and add new content and for leads/commissioners to respond to feedback about their services
- Effective and accessible LO in place-Improved by new website.



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<p>Service Level agreement in place between service strategic leads and the LO. Strategic leads/commissioners and partners are the responsible named person within the SLA to govern that information is provided to the LO, updated, reviewed and feedback about their services is responded to in a timely manner as per SLA. This is a legal requirement <b>SEND CoP Statutory Guidance section 4 Local Offer 4.14</b> <i>Local authorities and their partner bodies and agencies must co-operate with each other in the development and review of the Local Offer. This is essential so that the Local Offer provides a comprehensive, transparent and accessible picture of the range of services available.</i></p> <p>The current process involves the LO service circulating an email every 6 months requesting services review, update and adding new services and service response to key stakeholders feedback to publish within the Annual Report. However, it has been challenging process for the LO in receiving this information within the timeline to complete the annual report which is needed for the approval of the DCS, Director of Education &amp; Learning and Health &amp; Wellbeing Board. Service leads/commissioners have one month to respond to key stakeholder feedback about their services and the same time to update/review or add new services. Strategic Service leads/commissioners are aware they do not have to update the content themselves but can delegate and ask their teams to do so, but they must ensure and govern that this is taking place in agreed timelines. SP asked the Board to agree on a process that would work and all agree on this within the board, to ensure the SLA in place is effective. SP asked strategic leads/commissioners within the board to ensure their service teams are aware of what the LO Service is, to promote it to families and that they are aware of the SLA process and the LO as recent events have proved not all services within the LA and its partners are aware of the LO or its SLA process. The Chair advised that the Co-Production Workstream to look at the SLA timelines, Communication, Responsibility, Solutions and agreed timeline as this group is attended by a wide range of partners and service departments. EH suggested that the new LO IT system have a 'flag up' system built in which can automatically send the email out on a 6 monthly basis including reminders. SP advised this is in place within the new website. SP advised the LO team comprises of 2 employees therefore services need to work together to get the word out about the LO and provide information about their services, updates/reviews and responses within the agreed timelines as per SLA.</p> <p>Following some events, SP advised that communication can be barrier as not everyone at SEND events, meetings, conferences Inc. council/health ones were aware of the LO. It was noted Education, Health and social care updates /reviews and response's to key stakeholder feedback have still not been submitted in time as per SLA and despite additional reminders going out from the LO and SEND &amp; Behaviour Strategic Manager.</p> <p><b>Action: Service Strategic leads/managers and commissioners within the LO</b></p>	<p><b>Service</b></p>
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	<ul style="list-style-type: none"> <li>• Transition from one system to another</li> <li>• Health and Care Partnerships: Bradford Health Care Partnership set up by CCG will work on a new pathway. In future a single pathway will be commissioned rather than 3 as it is now. The Chair advised that all partners should be involved or aware of the proposed pathway. The pathway to have impact, sustained and have clear outcomes. WF advised that CAMHS had no involvement to which RH said that CAMHS had been involved.</li> <li>• There is a long waiting list for diagnosis of ADHD and C&amp;L etc for CAMHS. Referrals that have been submitted are not responded timely by CAMHS and parents have difficulty accessing CAMHS. RH asked for details of the CAMH cases with advice of asking specific questions. AC said the perception of parents and school's referrals is that this takes a long time before response, feedback and engagement</li> <li>• Pathways need to be shared and story board supplied for SEF evidence.</li> </ul> <p>RH reported that CCG Autism business case was approved in principle on 18 March 2019, but there is a significant backlog of referrals. New Pathway approach to be implemented, no immediate results, a lack of resources identified.</p> <p>The Chair noted that there needed to be recognition that for some children who had adverse childhood experiences, they may display types of behavior that could be mis-labelled as Autism. The Chair emphasised the need to ensure that all aspects of a child's needs and history were considered holistically in an assessment.</p> <p><b>Action: RN to invite Sasha Bhat to next meeting to provide an update on CAMHS including number of referrals, reasons etc</b></p> <p>Dominic Wall: in relation to preparation inspection, national agenda for schools to have a collective system as currently structure for systems and funding system are separate.</p> <p>Diane R referred to Professor Tony Bennett published an independent review in 2017 on creating a good culture in schools and how leaders can optimise behaviour. Schools with good culture offer training to prevent crisis and strategies to school leaders. Unfortunately Bradford was unsuccessful for the SEF 3 bid. The Chair advised that this could be tied in with teaching and learning /environments and offer of Quality First Training run by Ruth Dennis.</p> <p><b>Action: To consider QFT training and look at school culture for mainstream schools for Heads and Leaders.</b></p> <p>LD advised on the SEND Conference on QFT organized by the LA where 600 school delegates attended. The conference was about what the schools should be doing and building on. The responsibility is for schools to move forward with QFT. DR said Shanidar Teaching School Alliance also provides QT to teachers</p>	<p>RH</p> <p>RN</p> <p>LD</p>
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	to meet the needs of children and young people with SEND across mainstream and specialist provision and Headteachers need to be involved.	
<b>7.</b>	<p><b>Social Care Update</b></p> <p>There is low take up of personal budgets. Lainey explained there is a deficit in personal budget as a result of complex needs of children and young people. Parent/carers tend to opt out of personal budgets as they are unable to buy services. The Chair advised to bring/buy providers into Bradford which can be added into the approved suppliers list. There is a need to make parents aware of the suppliers and encourage personal budgets for parents to buy their own services.</p> <p>AC reported that the draft SEND Commissioning Strategy Action Plan contains actions regarding personal budgets, market analysis and approved provider list.</p> <p>JB advised that not all parents are aware of personal budgets, and there is a low take up of adults. There is a need to provide options for parents/carers to consider. It was noted that personal budgets should be built into the EHCPs.</p> <p>Shortbreaks: Lainey said this has been recognised as a success in Bradford. Shortbreaks built into the SEF. <b>Action: to feedback at next meeting</b></p>	LHQ
<b>8.</b>	<p><b>Education Health and Care Plans (EHCP) revise Format and Processes</b></p> <p>To circulate</p>	AC/WF
<b>9.</b>	<p><b>Workstream Highlight reports:</b></p> <ul style="list-style-type: none"> <li>• Integrated Assessment &amp; Service Delivery: SN to circulate</li> <li>• Joint Commissioning</li> <li>• Preparation for Adulthood: Tabled</li> <li>• Co-production and Engagement: Tabled</li> </ul> <p>The Chair asked the highlights reports are shared and circulated to members of the partnership. Members to send feedback to the Compliance Team. AC to note all issues, actions taken and progress made.</p> <p>The Chair requested one highlight report is produced which captures updates from the 4 workstreams into one single report as this needs to be shared with the Children's Trust Board and Health &amp; Wellbeing Board. Health will also need a copy of this.</p> <p><b>Action: AC/WF to produce a summary of all 4 workstreams</b></p> <p><b>Action: To circulate draft commissioning strategy</b></p>	<p>Andy Crabtree and Workstream Chairs</p> <p>AC/WF</p> <p>AC</p>
<b>9.</b>	<b>SEF Update: SEND reforms/SEND Local Area Inspection Preparation</b>	

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	AC informed sections of the SEF will be reviewed at the workstreams to determine progress made. It will be a live document. A summary SEF document will be produced for the Board and Local Offer.	
10.	<b>A.O.B</b> JB provided a brief update on the legal National Trial Briefing. The legal feedback shows a rise in the number of appeals with gaping holes and tribunals are on the increase. <b>Action: JB to send presentation to RN for circulation.</b>	<b>JB</b>
11.	<b>Date of Next Meeting</b> Tuesday 14 May 2019, 09:00 – 11:00 Room 104, MMT	