



CCGs working together
Airedale, Wharfedale and Craven CCG
Bradford City CCG
Bradford Districts CCG

SEND Strategic Partnership Board (SSPB)
14th May 2019, 9-11am
MMTower 104

Present

Name	Organisation
Marium Haque	CBMDC Deputy Director (Education & Learning) – CHAIR of SSPB
David Byrom	CBMDC
Julie Bruce	Chair of Parent's Forum
Annette Jackson	BDCFT
Gareth Fleming	Adult Social Care
Ali Jan Haider	Bradford CCGs
Peter Horner	Community Action/Young Lives Bradford
Edwina Lintin	Family Nurse Supervisor. Interim Service Manager LAC, YOT, Leaving Care and SNSN Nurses.
Sharon Bowring	ANHSFT
Nav Chohan	ShIPLEY College (Principal)
Debbie Jowett	SENDIASS
Stephen Nyakatawa	CBMDC
Wendy Fairman	CBMDC
Andy Crabtree	CBMDC
Ann Andrew	Head of High Park School -Head Rep
Guests	Organisation
Young Person	Student from High Park
Scott Shepherd	Teacher from High Park

Apologies

Name	Organisation
Emma Hamer	CBMDC
Dominic Wall	Executive Principal Coop Academy
Ruth Hayward	NHS Bradford and Craven CCGs
Anne Chester-Walsh	Interim Assistant Director CSCI
Lynn Donohue	CBMDC
Gail Grant	Riddlesden St Mary's Primary School
Mark Anslow	CBMDC
Sally Townend	CBMDC
Lorraine Hawkesworth-Quill	CBMDC
Julia Elliot	BDCFT
Diane Richardson	Head Rep Swain House Primary School
Ian Morrel	Titus Salt
Jenny Cryer	CBMDC
Wendy Utley	Downs Syndrome Training and Support Services, Parent
Sasha Bhat	Bradford CCG

Ref No	Action/Decision	Action Owner
1.	Welcome, Introduction & Apologies Chair welcomed everyone to the meeting. Introductions were made and apologies noted.	
2.	Voice of Child –Young Person (YP) gave a presentation about himself and proudly showed the board all his certificates and his national medals for athletics (shot put). When YP leaves school he thinks he would like to continue with his athletics, acting and take up Parkour derived from Free Running. MH thanked YP for attending, for sharing his story and all his fantastic medals. The board wished YP the very best for his future.	
3.	Minutes of Last Meeting & Matters Arising – The minutes of the last meeting held on 19 th March 2019 were accepted as an accurate and true record. A young man with additional needs himself, has agreed to be a SEND Ambassador for Bradford LA.	
4.	Staffing Update – Niall Devin will start in role of Head of Integrated Assessment and EPS taking over from SN 1 st Week in August. Jane Hall will take over from AC as interim Lead of T&C Team on 3 rd June. In both cases there will be a handover period of at least 2 weeks.	
5.	Year 14 Transitions – reports from schools –these are still not completed, lack of information re transition and planning and AA expressed this as a concern for special heads. Action: AA has sent Annual Reviews again for T&C to track through SEND Assessment team. SN will feed back to SSPB at next meeting.	SN
6.	ASD Pathway Story Board –Has now been sent to AC. Action: Circulate to SSPB as a matter of urgency.	AC
7.	Personal Budgets – Concern over low uptake – Action: AC through PfA Work Stream is creating document for LO explaining to parents about what the PB can be used for. Andy is consulting with JB.	AC
8.	EHCP Process – Coloured chart has been updated Action: SN to Circulate to Local Area and all partners including Parent’s Forum and SENDIASS.	SN
9.	Draft Commissioning Strategy- Further work needs to be done on the strategy. Joint Commissioning is definitely red not amber. Action: Invite Mary Ryan to become a member of the SSPB.	RN
10.	CAMHS Update – Sacha Bhat was invited to present to the SSPB but was unable to attend. CAMHS pathways are being re-scoped. LA would like to be involved. Waiting list for CAMHS is around 12mths for specialist services. CLA are within these waiting lists. Information on detail of waiting lists is still outstanding. MH -we need to think about putting CAMHS into some schools, discussion followed about green paper “Transforming children and young people’s mental health”. Action: Regular updates to the SSPB about the CAMHS waiting list. CAMHS to share information on LO about waiting lists. Plan to reduce	RH/SBhat

	waiting lists to be shared with SSPB.	
11.	<p>Update from DfE Meeting/NHS England – Meetings will continue, currently bi-monthly MH believes this will increase to monthly in September. There is a strong focus on joint data. The meeting focussed on Health data from assessment to treatment. Talked at length about Joint Commissioning Strategy. A data meeting has been planned for LA and Health in July. The new repository will contain only the bare minimum information required by inspectors and Health are advised to consider what additional data could be requested. Inspectors will want to up load lots and lots of data from the Monday until 4pm on the Wednesday when the portal closes. MH asked that we remember that the CQC inspectors can not access the Huddle so we must allow for this. S. Bowring states that not sure how Health will collate the 18-25yr data. DfE/NHS are looking for examples of joint agenda plus visioning and evidence of challenge leading to improved outcomes. Importance of voice of child and co-production stressed. Action: Ensure Health data is produced including number of PHBs including number of SEND PHBs for next DfE meeting in July.</p> <p>Ensure that information is available from newly commissioned SEND Repository-data dashboard.</p> <p>Produce a more complete Joint Commissioning Strategy.</p>	<p>AJH</p> <p>AC/EH</p> <p>AC/MR</p>
12.	SALT Pathways – Do the pathways need updating?	
13.	Health SPOC- This needs to be in place as soon as possible but absolutely before the July DfE meeting. S. Bowring identified that there are still issues with SEND Assessment Team not using correct Health/provider e mail addresses. Action:SN to speak to SEND Assessment team	SN
14.	EHCP Process: We are looking at compliance rates but are we also looking at quality? MH stated that we are currently playing out the issues around the lack of a Health SPOC. Based on the amount of what we have received from Health some EHCPs do not contain health advice. JB reiterated that 4yrs down the line we are still waiting for health to provide an operational SPOC. MH stated that it is important for everyone to understand that the SPOC is not an individual but is indeed a position a post which must continue. Action: Date for SPOC to be operational to be identified at next Health SEND sub committee meeting.	RH
15.	<p>SEND Assessment Team Updates- TAT 661 in EHCP process and a large number fall outside the 20 week compliance. The Targeted Assessment Team (TAT) - MH explained brief of TAT. Action: Written Progress report from TAT team to every SSPB meeting.</p> <p>Main Assessment Team – WF explained new case allocation and operational detail for the 8 teams until Sept with establishment of new 0-25 structure. SN explained the new structure and progress made to date but was unable to go into detail due to continuing discussions with the unions. Action: SN to provide copies of SENCO newsletter and new team contact details at next SSPB meeting.</p>	SN
16.	Parent's Forum – JB explained that there is a lot of frustration from parents about the EHCP process and not being able to actually speak to	WF/SN

	the SEND Assessment Team. Parents just want some honesty and openness about the current situation good or bad. JB urged SEND Team to talk to parents and reach out. Parents also believe that the quality of EHCPs is important even if the 20 week timeline is not met. Action: WF to arrange SEND Parents evenings for cases in the back log and meet the parent's sessions through Parent's Forum. SN to produce a statement to be placed on LO and shared with Parent's Forum to go out to parent's groups.	
17.	SENDIASS – DJ requested that SENDIASS is kept up to date with all changes to documents and systems so they can advise parents correctly. There is an issue with the timeliness of the Annual Review process. Action: SN to ensure SENDIASS included on mailing list for issuing new docs etc.	SN
18.	Work Stream Highlight Reports: Copies issued for all 4 work streams. JB went through Coproduction report. JB discussed the Forum's piece of work around Behaviour Support Pathways for CYP who are primarily on waiting lists. The piece of work will initially connect with parents/carers of children 0-5yrs. Action: Behaviour Support Pathway, supported by Parent's Forum, to be included as a regular SSPB agenda item. Work stream highlight reports to go out before the SSPB meeting with the minutes and agenda so people have time to read and ask questions. Produce a composite Highlight report.	AC
19.	SEND Strategy – The SEND Strategy needs to refer to the joint Commissioning Strategy. Action: AC to look at the SEND Strategy and Joint Commissioning Strategy.	AC
20.	Local Offer: Sarah Pawson has contacted partners regarding updating pages on the LO and also addressing issues raised through 'You Said, We Did'. Action is not being taken quickly enough and needs driving through the SSPB. CAMHS were contacted in November and again in January 2019 and to date there has still not been a response. Action: SP will E mail MH and T&C with detail.	SP
21.	AOB: WF- EHCP Champions – Newsletter going to SENCOs before next SSPB WF- SEND Ambassadors – 3 representatives 16yrs+ at the moment WF- Newsletter will be shared across Local Area WF- SEND Assessment Team training – CPD three 2hr sessions before end of summer term. WF – Bradford SEND Conference hopefully planned for Autumn term. AC - OOB students – bolt on being developed to track attendance and attainment similar system to LAC. MH- Social Care & Short Breaks updates deferred to next meeting.	

Date and Time of next meeting:

18th June 2-4pm Margaret McMillan Tower Room 104



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