



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

**SEND Strategic Partnership Board (SSPB)**  
**18<sup>th</sup> June 2019, 2-4pm**  
**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
Ali Jan Haider	Bradford CCGs
Peter Horner	Community Action/Young Lives Bradford
Sharon Bowring	ANHSFT
Nav Chohan	Shipley College (Principal)
Stephen Nyakatawa	CBMDC
Andy Crabtree	CBMDC
Lynn Donohue	CBMDC
Wendy Utlej	Downs Syndrome Training and Support Services, Parent
Guests	Organisation
Sue Webster	CBMDC

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
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
Sasha Bhat	Bradford CCG
Gareth Fleming	Adult Social Care
Edwina Lintin	Family Nurse Supervisor. Interim Service Manager LAC, YOT, Leaving Care and SNSN Nurses.
Debbie Jowett	SENDIASS
Wendy Fairman	CBMDC
Ann Andrew	Head of High Park School -Head Rep

Ref No	Action/Decision	Action Owner
1.	<p><b>Welcome, Introduction &amp; Apologies</b> Chair welcomed everyone to the meeting. Introductions were made and apologies noted.</p>	
2.	<p><b>Voice of Child</b> – Nobody in attendance</p>	
3.	<p><b>The Lighthouse Trust – Supporting Internships and employer engagement</b> – Sue Webster gave an overview of the Bradford Employer Forum taking place on Wednesday 26<sup>th</sup> June in the Banqueting Hall at City Hall. There are 33 employers attending and a range of Council Services will also be represented. Sue will send an invitation to Andy who will send this round It is hoped that the forum will be run on a quarterly basis. The board would like regular updates regarding internships including how many the Council are taking</p>	SW/AC
4.	<p><b>Minutes of Last Meeting &amp; Matters Arising –</b> The minutes of the last meeting held on 14<sup>th</sup> May 2019 were accepted as an accurate and true record.</p> <p>Matters Arising: Page 3 Item 13 – <b>Health SPOC</b> Waiting to identify the lead in relation to the Health SPOC</p> <p>Page 4 Item 17 – <b>SENDIASS</b> Link with SENDIASS needs to be written into the contract. Meeting arranged for 26<sup>th</sup> June. Assistant Team Manager will link with SENDIASS in the new structure</p> <p>Item 19 – <b>SEND Strategy</b> Jane Hall will be taking this over from Andy Crabtree</p> <p>Item 20 – <b>Local Offer</b> The Annual Report was signed off even though Sarah did not get all responses</p>	
5.	<p><b>Coproduction Presentation</b> – Julie Bruce Julie delivered a presentation on Coproduction Co-Production is all our jobs Lincolnshire started coproduction prior to their inspection and it made a difference. Parents, carers and young people said “things are changing”. In a short period of time we can improve We will not achieve coproduction until people believe there is a point in engaging with us Julie will bring the guidance when she gets it</p>	
6.	<p><b>CAMHS Update</b> – deferred to next meeting The update must take place at the next meeting. It will be a part of the Local Area inspection and concerns were raised that this was being deferred again. MH emphasised that there needs to be clarity on the data</p>	

	in respect of Assessment to Treatment for CAMHS and the Board needs to be sighted on the actions that are being taken to address this.	
7.	<b>Behaviour Support Pathway Update</b> – The meeting didn't happen because all but one family cancelled. Another date is being set up. To be effective, this needs at least 10 families together. The meeting will be before the summer holidays – move to next meeting agenda	RN
8.	<b>Data Update Report – Dashboard, Repository, Data&amp; Intelligence</b>  Deferred in Emma's absence The information should be in and should be presented even in Emma's absence Andy Crabtree to circulate after the meeting	AC
9.	<b>SEND Assessment Team Proposals/Update &amp; Targeted Assessment Team Progress Report</b> Now have teams in place and each team has a caseload of schools. The Senior Education Officer is responsible ultimately for the caseload. This is a more even distribution of cases and will take us through to the new proposed SEND 0-25 Structure which we aim to have in place from September. Each of the new teams has a dedicated phone number and there are 4 email inboxes for each team which cover: Assessment Requests Annual Reviews Health Advice Enquiries There are 5 teams with groups of schools, an Out of District cases team and the Targeted Assessment team who are dealing with the backlog of cases that are over 20 weeks. The SEND Team have added in extra panels to move backlog cases through.  The proposed restructure has been to meetings with Trade Unions several times and there is recognition that we need to expedite this, but also take the staff with us.  The Targeted Assessment Team are also looking at quality, systems, procedures, policies. We have introduced a staff handbook to all staff that includes information on Supervision and Performance Management  A number of staff attended a workshop in York on 14 <sup>th</sup> June regarding writing quality EHCP's	SN
10.	<b>Workstream Highlight Reports</b> Jane Hall went through the reports  <u>Integrated Assessment And Service Delivery</u> Rerun of deep dives shows recording anomalies and off-rolling Feedback from the DfE is that they were pleased to see reps from Bradford at the EHCP training in York Health SPOC is a sticking point. Work is on going with Tabia on this	

	<p>EHCP compliance rate is slowly improving and is just over 40%. MH is clear that whilst this is an improvement, it needs to be higher.</p> <p>All agreed the RAG Rating for this workstream is red because there are too many variables and it is not embedded.</p> <p><u>Preparing for Adulthood</u> Andy Crabtree will circulate the Peer challenge action plan which has been updated by the Post 16 Team Revisit Action plan in relation to vulnerable children and young people hard to reach/track and hard to engage Need to be looking at Supported Living/independent living. Look at TOR's and attendance reps at the next meeting Would be good to invite St Lukes Transition Nurses Task the group to create a multi transitions pathway as part of PFA. Sheffield has a good document All agreed the RAG Rating for this workstream is red</p> <p><u>Composite Workstream Report</u> This needs more detail on the bullets – what the issue is/was, what has happened All agreed that the RAG Rating for this is red</p>	<p>AC</p> <p>JH</p> <p>JH</p>
<p>11.</p>	<p><b>Joint Commissioning Strategy</b> Thanks to Mary Ryan for the work she has done on this</p> <p>Feedback</p> <p>Point 1.6 – May want to refer to collaborative or parallel approach Point 1.7 – needs to be added to the agenda quarterly Point 2.2 – the section in bold could be more aspirational. Give some thought to this Point 3.4 – take out reference to statements Point 7.1 – Give some thought to bullet point items which rank higher than others. Respond by email to Mary Ryan</p> <p>Add to the agenda for the next meeting to feedback.</p> <p>Invite Mary Ryan to the next meeting – Mary to be invited to join the board</p> <p>Bring the Action plan to the next meeting</p>	<p>ALL</p> <p>RN</p>
<p>12.</p>	<p><b>Health Update</b> AJH provided an update. The ask for recurrent funding has been approved for ASD waiting lists. There is a bid for non-recurrent funding to start tackling new cases. A storyboard was circulated that showed information on the number of children on the waiting list for an ASD assessment. It was noted that the number had doubled from April 2018 to April 2019 and was now around 1000 children. It was noted that the column titled “Maximum Number of weeks” was not completed. This column needs to be completed. AJH to request that this is provided.</p>	<p>AJH</p>

	<p>Board Members expressed concern about the waiting list for ASD assessments which has continued to grow. The Board requested information on the actions being taken to provide assurance that the waiting lists would be reduced.</p> <p>Corporate Parenting panel – report was written which made a referral to CQC Report. CCG colleagues were not aware that the Panel had written a report on this.</p> <p>CAMHS – pathway is being reviewed.</p> <p>AJH expressed that the scale of cuts in Prevention &amp; Early Help has had an impact on the CAMHS waiting list which has increased. MH advised that this will need further interrogation as the changes to Prevention &amp; Early Help did not come on board until October 2018 but CAMHS was identified as an issue in the Ofsted ILACS inspection in September 2018.</p>	<p>AJH</p>
<p>13.</p>	<p><b>Any Other Business</b></p>	

Date and Time of next meeting:

16<sup>th</sup> July 1-3pm Margaret McMillan Tower Room 104