



# SEND Strategic Partnership Board

16 July 2019  
13:00 – 15:00, Room 104, MMT

## Present

Name	Organisation
Marium Haque	CBMDC Deputy Director (Education & Learning) – CHAIR of SSPB
Julie Bruce	Chair of Parent's Forum
Annette Jackson	BTHFT, Designated Medical Officer, Consultant Paediatrician
Ali Jan Haider	Director of Strategic Partnership, NHS Bradford CCGs & NHS Airedale
Peter Horner	Community Action/Young Lives Bradford
Kirsty McLeod	Transitions (Children's Social Care), CBMDC
Wendy Fairman	Transformation & Compliance Co-ordinator CBMDC (until 2pm)
Stephen Nyakatawa	Interim Strategic Manager, Integrated Assessment & Psychology, CBMDC
Lorraine Hawkesworth-Quill	Service Manager, CCHDT, Social Care, CBMDC
Lynn Donohue	Strategic Manager, SEND Services, CBMDC
Jane Hall	Transformation and Compliance CBMDC (until 2pm)
Jenny Cryer	Assistant Director Performance, Commissioning & Partners, CBMDC
Ann Andrew	Head of High Park Special School
Tabia Afsar	Senior Commissioning Officer, NHS Bradford and Craven CCGs
Mary Ryan	Commissioning - CBMDC
Sasha Bhat	Head of Commissioning Mental Health, NHS Bradford and Craven CCGs
Sarah Pawson	Local Offer Lead Officer, CBMDC
Rahila Nazir	SEND Dedicated Business Support Officer, CBMDC (Minute Taker)

## Apologies

Name	Organisation
Emma Hamer	Intelligence and Sufficiency Manager, CBMDC
Dominic Wall	Executive Principal Coop Academy
Ruth Hayward	Head of Commissioning, NHS Bradford and Craven CCGs
Anne Chester-Walsh	Deputy Director, Children's Social Care
Gail Grant	Riddlesden St Mary's Primary School
Mark Anslow	Service Manager - Prevention and Early Help, CBMDC
Sally Townend	Manager Transitions Service, CBMDC
Nav Chohan	Shipley College (Principal)
Julia Elliot	Health Visiting, BDCFT
Diane Richardson	Head Rep Swain House Primary School
Ian Morrel	Head Rep Titus Salt
David Byrom	Head of Services, Resources and Prevention CBMDC
Sharon Bowring	ANHSFT, Designated Medical Officer, Consultant
Gareth Fleming	Service Manager, Adult Social Care
Edwina Lintin	Family Nurse Supervisor. Interim Service Manager LAC, YOT, Leaving Care and SNSN Nurses.



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

Debbie Jowett	SENDIASS
Wendy Uttley	Downs Syndrome Training and Support Services, Parent

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>Notes of the last meeting:</b> The minutes from the last meeting held on 16 June 2019 were accepted as accurate and true record.</p> <p><b>Matters Arising:</b> Lighthouse Trust – support internships and employer engagement: JH informed that this was discussed at the PfA workstream 10<sup>th</sup> July and regular updates will be provided.</p> <p>Behaviour Support Pathway Update: A meeting has been arranged for 13 September 2019 with parents (waiting to be signed up). The meeting is to look at what offer can be presented. A copy of the minutes has been circulated to Jane Hall for the Co-production work stream. An update will be provided at the next meeting.</p> <p>Data Update Report – Dashboard, Repository, Data &amp; Intelligence: In Emma's Hamer's absence JH updated that progress is being made on developing a Data Dashboard. JH is working with RT (IMT) to progress this, although there are challenges with the robustness of the data from Capita as this is not yet being used as a single data system. The Chair advised the urgency in having the data dashboard/reliable data reports which need to be presented, shared and measured to enable in managing SEND compliance. Ofsted will want to see that we are reviewing and using SEND data to inform our self-evaluation process. A meeting has been arranged for Monday 22 July 2019 to progress this.</p> <p><b>Action: JH will work with IMT to ensure this is presented at the next meeting</b></p> <p>0-25 SEND Assessment Update (SN): An OJC 3 meeting was held on 11 July 2019 to discuss the proposed 0-25 Integrated Assessment structure and relevant documents were shared with members for comment. There were no additional questions from staff nor were there any outstanding matters to be resolved. The proposed structure was signed off at the end of the meeting. An Assimilation Panel met and staff have been assimilated into the new structure under the a, b and c categories. Assimilation outcome letters will be sent to staff. The new structure will be implemented from 1 September 2019.</p> <p>The Chair advised capacity will still be an issue as some posts will be vacant and interim filling of the posts will need to take place to run the service effectively. JB reported that two parents spoke positively on the</p>	<p><b>JB</b></p> <p><b>JH</b></p>

	<p>telephone manner of the SEND Assessment team. The staff were said to be very professional and helpful which is encouraging and a positive way forward.</p>	
<p>3.</p>	<p><b>Workstream Highlight Reports:</b> JH provided an update on each of the workstreams. All workstreams have been RAG Rated as Red apart from Co-production and Engagement which is rated Amber.</p> <p>Co-production and Engagement: The meeting held on 2 July was productive. There a number of actions that need to be followed up by September, majority for Health. There is a need for health representatives to attend the meetings on a regular basis. Each workstream should have an appropriate health representative that reflects each workstream. <b>Action: Ali Jan to feedback to Health colleagues and look at representation on workstreams with JH. JH to also discuss parent/ carer representation with JB</b></p> <p>Parent's listening event feedback: These were well attended and valuable for all partners involved. This is seen as a good way forward in engaging with parents about their experiences and views. The parents/carers felt listened to and saw this as a positive approach to making progress. The Chair advised for the parent evenings to continue as a way of engaging with parents and carers.</p> <p>Integrated &amp; Assessment (10 July 2019): The recent workstream attendance has been only a small group (mainly Education and Health) as some representatives are not attending. Apologies have been received however there is a need for substitutes to attend. Lorraine agreed to attend for Social Care and Kirsty McLeod will attend from Transitions. JH,CL and Tabia are working together on the Partnership Agreement . There has been a 'dip' on the compliance rate due to the backlog of cases being dealt with by the TAT (Targeted Assessment Team), the SEN Assessment Team are looking at ensuring new requests are dealt within the 20 week statutory process and that the new case allocation system is working. Business Support capacity issues and sickness absence is causing concerns and delays due to lack of available resource at this time. WH asked for what period was the EHCP Compliance rate based on as it is showing a slow improvement of over 40%: JH confirmed this information was to 3 June 2019.</p> <p>Preparing for Adulthood Workstream: The group will focus on supported internships and employer engagement. Sue Webster has met up with Jenny Cryer and an Employment Forum has been set up on 26 September 2019.</p> <p><b>Action: The PfA workstream will need to review its membership and ensure the right level of representatives are involved e.g. transitions.</b></p>	<p>AH/JH/JB</p> <p>JH</p>

	<p>Composite Highlight Report: There a number of risks:</p> <ul style="list-style-type: none"> <li>• No Health SPOC in place</li> <li>• The EHCP 20 week compliancy rate is low</li> <li>• There is a need to progress the quality of EHCP's. There are delays in assessments and the quality of information received from Education, health and Social Care is poor. Ali Jan recommended having weekly catch up meetings with MH to touch base and track progress. <b>Action: Ali Jan to arrange for weekly meetings</b></li> <li>• Providers need to submit updates for the Local Offer as this is now causing delays.</li> <li>• SENDIASS: quality of service is poor according to feedback received from parents. This is to be addressed in the review of the contract. There is an opportunity for joint commissioning a new service with Health. <b>Action: Ali Jan to explore SENDIASS contract in the Joint Commissioning Workstream.</b></li> <li>• Process for personal budgets will be considered by the Co-Production and Engagement Workstream.</li> <li>• Attendance Issues: there is inconsistency in recording attendance/absence, schools are not using correct codes (some evidence found of illegal practice at end of term).The number of pupils based off site and levels of persistent absence is also a concern. JB advised that correct attendance coding is a legal requirement and that concerns should be discussed with Headteachers. <b>Action: The Chair to discuss at Headteacher's briefing in the autumn.</b></li> <li>• Noted SEND Inspection is focussing on attendance (off rolling) and behaviour policy.</li> <li>• Tracking of out of area placements, contracts and value for money - Andy Crabtree is liaising with Mary Ryan and Jenny Cryer.</li> <li>• Updating data on out of area children and IPAs is challenging due to summer holidays. Work is being undertaken to ensure all OOA pupils have IPAs.</li> <li>• Data: JH reported on the meetings with Health colleagues regarding inspection data. Challenges identified in getting data and information from Health and LA. Both JH and TA working on this through the Health Sub group meetings and the data repository will be available for data submissions from identified data owners. The Chair advised that this data is uploaded as the CQC will request this for inspection. The Chair advised on getting the narrative and demonstrating progress for 2019/20 and to reflect this in the SEF.</li> <li>• Health representatives will take part in quality assurance meetings with LA to assure health sections within the EHCP are completed within timescales and health information is good quality. Annette Jackson informed the meeting that some EHCPs received indicate that information has been requested from Health but not provided; however, health has not received these requests. This is noted and is being addressed through the QA work. The SPOC post will also support this in terms of an audit trail.</li> </ul>	<p style="text-align: center;">AH</p> <p style="text-align: center;">AH</p> <p style="text-align: center;">MH</p>
.4	<p><b>Joint Commissioning Strategy (AH):</b> Commissioning Strategy: JC asked that the commissioning strategy is agreed as interim strategy by approving the principles. There are some outstanding actions which need to be completed by Mary Ryan: Joint</p>	<p style="text-align: center;">AH/MR</p>

	<p>Commissioning Workstream members need to identify the priorities to write into the action plan. JH advised that this is on the agenda for the next Joint Commissioning meeting 19<sup>th</sup> July. The Chair said that the priorities need to be formulated and ratified by the Board. JH advised on moving the process forward for the strategy development and that all strategies should have a line of sight e.g. SEND, JSNA, Health &amp; Wellbeing and Children and Young People’s plan which can link with priorities in the Joint Commissioning Strategy. The Chair advised the Commissioning Workstream will need to decide on the priorities that are overarching across all partners and the data/needs analysis to inform these e.g. JSNA &amp; children and young people’s voice.</p>	
<p>5.</p>	<p><b>CAMHS Update (Sasha Bhat)</b> Sasha Bhat attended and presented information on CAMHS and the data in respect of Assessment to Treatment for CAMHS.</p> <p>Future in Mind provides an opportunity to develop services collaboratively, against an evidence base and in line with what children and young people have told us they want from services. The recent health needs assessment highlighted the potential for unmet need in the under 18s group. A Children’s Mental Health Strategy is in development to address some of the issues highlighted in the HNA and inform the Transformation Plan for Children and Young People’s Mental Health in Bradford District and Craven. The programme is to improve preventing early help and removing barriers. 100 schools have champions across the district providing universal support with a school nurse and pathways to CAMHS and other support. CAMHS is currently reviewing quality assurance and a clear offer for children and young people through the Future in Mind strategy.</p> <p>Youth In Mind – plan around mental health commissioned by CAMHS: Focusses on early intervention through initiatives which has helped reduce the waiting list from 500 to 247 in 6 months.</p> <p>From September 2019 digital tools for parents/carers and children &amp; young people. Trail blazer support will be provided to schools and communities in Bolton/Undercliffe, Manningham, Airedale and Craven. Evidence based offer includes focus groups: transitions, primary to secondary including 16-18.</p> <p>There are 110 mentor school champions, 3 specialist schools out of 10. The chair reported that schools have advised they are not aware of this and not signed up. Sasha advised schools to promote CAMHS and it is an Opt in model. The Chair advised that the Opt out model allows a school to have conversation to opt out but no requirement and requested to change to ‘opt out’. The chair will discuss with headteachers.</p> <p>It was noted the CAMHS link for SEND is Ruth Dennis. LD asked whether Pupil Referral Units (PRU) have been approached as the most vulnerable children are based in PRUs with elements of mental health and self- harming issues along with Permanent Exclusion.</p>	



	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Sasha to link with PRU;</b></li> <li>• <b>Request for a teacher from school to sit on Board (previously teacher from Tong attended). To make suggestions to key headteachers that take part in LA strategic meetings</b></li> </ul> <p>SP asked how the 110 schools engage with parents outside school? Sasha commented that communication is poor. SP asked for information to be uploaded onto the Local Offer as a direct link. SP to contact Hannah Chapman. Lorraine noted Future in Mind has no information on SEND. To ensure the Opt out model is area based.  <b>Action: RN to arrange for CAMHS update (clear offer for schools and schools to understand what the needs are of the children) on the Headteacher briefing agenda.</b></p> <p>CAMHS:  Alijan reported on the feedback from the recent parent's evenings which raised a large number of issues about the poor service from CAMHS. Receiving responses from CAMHS is poor.  <b>Action: Ali Jan recommended a review is undertaken on CAMHS.</b></p> <p>SN asked who influences mental health in schools. Sasha advised that mental health support is provided through pastoral support.</p> <p>Future in Mind Strategy: Sasha asked for feedback from the board as this will be signed off by the Health &amp; Wellbeing Board in October.</p>	<p><b>SB</b></p> <p><b>MH</b></p> <p><b>RN</b></p> <p><b>AH/SB</b></p> <p><b>ALL</b></p>
6.	<p><b>Data Update Report – Dashboard, Repository, Data &amp; Intelligence</b>  See above. Discussed under Matters Arising.</p>	
7.	<p><b>The Local Offer Update:</b></p> <p>SP provided an overview of the Local Offer (LO) which is part of the SEND Co-production working group:</p> <ul style="list-style-type: none"> <li>• As a result of key stakeholder feedback on the LO website, a new improved LO website was launched at the end of May 2019;</li> <li>• All service leads have been sent a welcome email from the LO Service to create a LO account to view their service area pages within the website to review and ensure the information is current and assign content editors for their pages, if not done so already.</li> <li>• LO Service Level Agreements are in place with the service area leads to ensure information is reviewed, current and updated every 6 months. In addition feedback about services left on the LO must be responded to by service leads every 6 months. The SLA is to ensure this takes place in a timely manner and we are compliant with the SEND CoP Statutory Guidance 2015. More detail about the SLA is within the leads account once created and signed in. If service leads have not created an account and the account creation has expired please contact the LO. Service leads are responsible to ensure all services in their area information pages on the LO website are current and required to add any new services within their account. All updates and new services published by service leads and content editors are reviewed by the LO before publishing live.</li> <li>• Service leads are responsible for ensuring the updates take place and for providing responses to feedback from key stakeholders given</li> </ul>	

	<p>via the LO about their services. Feedback has been provided to service leads via email to respond in Nov 2018 and reminders again in Dec 18 &amp; Jan 19. Due to poor returns, the partnership is to monitor and review the role and responsibilities of service leads ensuring updates are provided.</p> <ul style="list-style-type: none"> <li>Service leads are named within the SLA which can be viewed when an account is created using the welcome email sent to leads. There has been no feedback responses received from Health and Prevention and Early Help and not all service leads and content editors have reviewed their information on the website to provide updates to ensure information is current. SP has followed up with Lisa Brett new head of service to respond. <b>Action: SP has sent the feedback/ responses required from leads to JH who will send out to the workstreams to request responses. SP will again send out additional emails requesting the individual service leads that still are required to respond to feedback as per MH request.</b></li> </ul> <p>Ali Jan expressed he would like to provide current updates and responses as feedback for the LO. Ali Jan advised that Afsar Tabia looks into who the communication leads are for CCGs, NHS and BDCFT. To explore in finding a solution to enable timely responses and updates for the LO to ensure compliance. <b>Action: Tabia to send SP contact details and SLA to be updated according to service lead names provided and the solution agreed on how to provide updates ad responses for LO.</b></p> <ul style="list-style-type: none"> <li>LO Annual Report is now published on the website live and outlines all the co-production work carried out with key stakeholders including all developments, marketing and awareness and the new and improved website-all strong evidence for engagement for inspection.</li> </ul>	<p>SP</p> <p>TA</p>
<p>8.</p>	<p><b>Health Update (AH):</b> Ali Jan reported some funding has been secured for children and young people who are on the waiting list for Autism. However there is still backlogs which have not received funding.</p> <p>A new model is currently being explored within NHS and the framework and overall system will be reviewed to reduce the time spent on the assessment process to? 13 weeks. There is a need to look at how to move forward from an old to new system as there is complexity with some cases. Ruth Hayward is working on this. The Chair advised it would be helpful to have an action plan to demonstrate on what work is being undertaken collectively to assess for autism and signing off. JB asked whether there are appropriate services available once assessments are completed. The Chair informed that Wakefield has created a sustainable model, developing a specialist provision for some children that has no diagnosis which Health could adopt. SPIRALS is a provision for children and young people who have no diagnosis but display behaviour and supports parents through strategies. Pathway: re-currant funding for full pathway (Ali Jan).</p> <p>SP from the LO reported that a large number of parents whose children are on the waiting list need to be signposted. Mary Ryan suggested a review of how we fund and look at all pathways.</p>	

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Immediate Action Plan to address the waiting list</li> <li>• Measure success by bringing the waiting list down</li> <li>• Action Plan be published on the Local Offer website</li> <li>• Health responses to be sent to SP</li> </ul>	<p><b>All appropriate officers</b></p>
<p>9.</p>	<p><b>Any Other Business:</b> School Transport: Annette Jackson reported parents are requesting supporting letters from Health for transport. Parents renewing transport service have reported that Home School Transport have asked for letters from health confirming the health diagnosis of the child.</p> <p><b>Action: LD to speak and look into this with Jenny Cryer</b></p>	<p><b>LD</b></p>
	<p><b>Date of Next Meeting:</b> Tuesday 17 September at 8:30 -10:00, Room 104, MMT Agenda Item: Update on monitoring visit (21 July 2019) (RN)</p>	