



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

SEND Strategic Partnership Board

17 September 2019

09:00 – 11:00, 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	Designated Medical Officer, Consultant Paediatrician, BTHFT
Peter Horner	Community Action/Young Lives Bradford
Kirsty McLeod	Transitions Team Manger, CBMDC
Wendy Fairman	CBMDC Transformation and Compliance
Lynn Donohue	Strategic Manager, SEND Services, CBMDC
Jane Hall	Transformation and Compliance Manager, SEND Services, CBMDC
Joel Herbert	Transformation and Compliance Co-ordinator, SEND Services, CBMDC
Ann Andrew	Principal, High Park Special School
Tabia Afsar	Senior Commissioning Officer, NHS Bradford and Craven CCGs
Mary Ryan	Strategic Commissioning Manager, CBMDC
Mark Anslow	Service Manager – Prevention and Early Help, CBMDC
Niall Devlin	Strategic Manager, Integrated Assessment and Psychology, CBMDC
Edwina Lintin	Service Manager - LAC, YOT, Leaving Care and SNSN, Bradford District Care Foundation Trust
Ruth Hayward	Head of Commissioning, NHS Bradford and Craven CCGs
Sharon Bowring	DMO Consultant Paediatrician, Airedale NHS Foundation Trust
Dianne Richardson	Headteacher, Swain House Primary
Cath Dew	Service Manager - Prevention and Early Help, CBMDC
Nav Chohan	Principal, Shipley College
Anne Chester-Walsh	Deputy Director, Social Care, CBMDC
Rebecca Troth	IMT Data, CBMDC
John Blakeley	IMT Data, CBMDC
Claire Marshall-Swales	Senior Provision and Places Officer, CBMDC

Apologies

Name	Organisation
Debbie Jowett	SENDIASS Manager, Barnardo's
Wendy Uttley	Down Syndrome Training and Support Services, and Parent
David Byrom	Head of Services – LAC and Resources, CBMDC
Ian Morrel	Headteacher, Titus Salt School
Gail Grant	Riddlesden St Mary's CE Primary School
Jenny Cryer	Assistant Director – Performance, Commissioning and Partnerships, Children Services
Ali Jan Haider	Director of Strategic Partnerships, Executive Lead for Bradford Districts CCG

Ref No	Action/Decision	Action Owner
1.	<p>Welcome, Introduction & Apologies Chair welcomed everyone to the meeting. Introductions were made and apologies noted.</p>	
2.	<p>Notes of the last meeting: The minutes from the last meeting held on 16 July 2019 were accepted as accurate and true record.</p> <p>Matters Arising:</p> <p>Behaviour Support Pathway Update: JB reported that there have been many queries from parents about how to access initial support. JB and JH have met to discuss with the suggestion that parental information events are held around the district over the next 6 months at a number of schools. JB will discuss with Ruth Dennis (Educational Psychology) in the first instance.</p> <p>Workstream memberships: TA confirmed that there are now named health representatives for all workstreams. JH and JB have met to discuss parent/carer representation. KM (Transitions Team Manager) will be attending two workstreams (Integrated Assessment and Preparation for Adulthood). JH will monitor workstream attendance and membership.</p> <p>LA/Health communications: Fortnightly telephone conference calls have been scheduled between RH, TA and JH to touch base and track progress on inspection preparation and any concerns or issues – these are working well. The Chair, as LANO, needs clarity around the SENDIASS arrangements with health by the end of this week. This has been a statutory requirement since 2014 and has been asked for previously. Action: Health to provide clarity to The Chair by Friday 20/9</p> <p>CAMHS: The Chair informed that there are concerns from Headteachers surrounding accessing the service, the processes in place, and the continuity of the service. It was proposed that it would be a good opportunity to discuss this at the next Headteacher's briefing on the 24/10. RH explained that there is currently an internal review of CAMHS taking place. Education have not been included in this review to date. The Chair requested that the education provider voice must be present in these reviews. RH to feed this back to Health colleagues.</p> <p>The Local Offer feedback: SP/JH are progressing this within the workstreams and with key individuals. Some feedback has been received to the questions raised by parents/carers.</p> <p>TA is liaising with SP in relation to the Local Offer updates from</p>	<p>JB</p> <p>JH</p> <p>RH/TA</p> <p>RH/AJH</p>

	<p>Health. RH explained that Health are currently working on a review of pathways and action plan for ASD based on the plans from Wakefield Council.</p> <p>Minutes: All minutes from January 2019 onwards will be made available on the Local Offer website, alongside a glossary of acronyms and terms used in the minutes. Action: T&C team to draw up a comprehensive glossary</p>	<p>JH</p>
<p>3.</p>	<p>SEND Data Dashboard Presentation</p> <p>Following the previous meeting, JH has worked alongside the IMT in their development of the Data Repository and Data Dashboard, which will support our self-evaluation process. A presentation was made to the board by members of the IMT (John Blakeley and Rebecca Troth) on these two areas.</p> <p>Data Repository (JB):</p> <ul style="list-style-type: none"> • It is a central collection point for data and reports • It is important to understand this is a secure storage/collection point, and is not used to analyse data but simply stores it • The inputting functions are based on the list of potential metrics that HMI will look at • The metrics are split into groups – vulnerable, school leavers, SEND, and health – with the ability to view all data on a 12 month rolling period • It is still in a development stage so it is possible to amend the system as and when there is a need for it • Data is inputted on a monthly/annual basis as appropriate • There are named data contacts in each area from which data is received, and a monthly email is sent out as a reminder • Data SPOCs have been identified by CCG and Public Health, who have access to upload data • There have been some teething issues surrounding data inputting, but John Blakely is happy to assist when these occur • JB and JH will continue to chase data inputs and will review the data in the Repository <p>Action: JH/JB to provide list of data contacts to enable discussion with data owners in respective areas about level of input and importance of this work</p> <p>Data Dashboard (RT):</p> <ul style="list-style-type: none"> • The dashboard provides a vast array of data presented across tabs in various tables and graphs • IMT are currently working with IT Services to get a live link for the data so that it will be as live as the previous evening • One of the aims of the dashboard is to be as interactive as possible. This was demonstrated by the ability to click on various tabs and whereby it is possible to select particular groups you would like to analyse, such as all secondary 	<p>JH/JB All appropriate members</p>

	<p>female students with EHCP plans within the Baildon Ward</p> <ul style="list-style-type: none"> • This is an on-going project and the IMT are happy to take input from the Board as to what else they want to see in the dashboard. ND asked if it is possible to include FOI requests • The dashboard allows for other agencies to feed into it • The front page of the dashboard will be a page that has key headlines/obsessions - this will be printed out for the board to scrutinise the data on a monthly basis <p>JH raised the question as to what key headline data the board would like to see each month? The Chair said the key indicators would need to include vulnerable groups, ASD waiting list, CAMHS waiting list. NC suggested that this is discussed further in the workstreams - agreed.</p> <p>Action: for each workstream to consider what their key indicators are</p> <p>As part of the demonstration, the dashboard showed there are 4 permanent exclusions from the 2018/19 academic year. The Chair explained that this is not acceptable and the collective responsibility of the board is to challenge this.</p> <p>The Chair stated that this is the most comprehensive tool this board has ever been presented with, which was met with agreement.</p> <p>A question was raised regarding children and young people who are out of area. JH, Danielle Wilson (Education Safeguarding) and Yvette Green (Children Looked After Team) have met this week to look at the options of using an internal system, developed by IT as compared with using Welfare Call. A meeting with ND will be arranged to discuss findings and proposals.</p>	<p>JH/Workstream Chairs</p> <p>All appropriate members</p> <p>JH/ND</p>
4.	<p>EHCP Compliance (JH)</p> <p>Compliance rates as of end August 2019 are 42.7% for the whole of SEN which includes TAT who are working through the backlog cases. This is slightly higher at 45.2% for new cases. There is a slight dip in compliance rates from the July figures due to internal restructures within SEND services, schools being closed, and teams working to clear the backlog. We need to be aiming for a 60% baseline figure (National) as our first milestone.</p> <p>A lot of work is happening within the SEN Assessment Team to improve compliance rates and with Health to improve the sharing of information between LA and Health and quality of EHCPs. The Chair reinforced that the SPOC role and timeliness of information request and returns is essential to improving compliance rates.</p>	
5.	<p>CCG / LA Partnership Agreement</p> <p>TA – The Partnership Agreement (now version 9) has been developed on the back of the SPOC with rules and responsibility around processes being put in place. The SPOC mailbox went live</p>	

	<p>yesterday (16/9) and from this the escalation process has been amended and is clear in the Partnership Agreement with key contacts – RH and TA.</p> <p>The Chair asked when there will be a SPOC in place, as per the Code of Practice – someone who can Quality Assure (QA) reports, has a medical background, can ensure compliance from Health and advise what to go into EHCPs. RH explained that the CCG are about to advertise for a DCO who would take on this remit. ND talked about the first QA session with North Yorkshire County Council where one of the issues raised was surrounding the quality of advice given, specifically clinical decisions, needs and outcomes. The Chair explained that most LA’s have a clinician from health that sits on the Education, Health and Care Panel to oversee the quality of health advice and we need a named person in this role. SB confirmed that the DCO, when recruited, will attend.</p> <p>The Chair stated that all plans are currently being reviewed and we need to ensure all are fully compliant. The Chair asked about the recruitment timeline for the DCO role – as this is now likely to be January 2020, The Chair also questioned what are the CCG putting in place pending the recruitment of a DCO?</p> <p>RH explained that they needed clarity on what a SPOC is from the Code of Practice. The Chair suggested that advice should be sought from other CCGs as to what is in place there as suggested by representatives at the DfE/NHSE monitoring visits.</p> <p>Actions:</p> <ul style="list-style-type: none"> - ND, RH, AJ and SB to meet to discuss requirements to ensure all EHCPs will be compliant. - Health to provide assurance at the next meeting that the SPOC is in place and fulfilling all responsibilities. 	<p>ND/RH/AJ/SB AJH/RH</p>
<p>6.</p>	<p>Revised Terms of Reference (ToR) and Membership for the SSPB</p> <p>The main changes are to the governance structure and that the SSPB will report on a regular basis to Overview and Scrutiny. The ToR and membership will be placed the LO website – approved with one change to a job title.</p>	<p>JH</p>
<p>7.</p>	<p>Joint Commissioning Strategy and Action Plan (MR)</p> <p>The final strategy was presented to the Board with particular attention drawn to the appendix which is an action plan with owners and timescales. It is for the Board to ensure that these actions are delivered and brought back for scrutiny.</p> <p>JH explained that the Joint Commissioning workstream has been focused on producing this document but the frequency of the meetings has not been consistent and we are not where we need to be with regards to Joint Commissioning the SEND reforms. There is a meeting on the 30/9 with key commissioners (postponed from the 13/9 due to apologies received) to look at the action plan and</p>	

	<p>provide clarity of direction with Joint Commissioning.</p> <p>The Chair stated that the Board is clear we want these efforts to continue and to ensure SEND Joint Commissioning is progressed.</p>	AJH/MR/JH
8.	<p>Preparation for Inspection – Draft SEF (WF)</p> <p>The SEF process has emphasised that teams are working in silo with a struggle at time to obtain robust and comprehensive data across the Local Area. General data is often available in places, but not always broken down into SEN data. Where SEN data has been received, national comparative data is missing and narratives have not always been provided to explain the data sent and actions being taken for example, where there are concerns, as well as highlighting good practice.</p> <p>A summary of the SEF process as of September 2019 was circulated to the Board. This had been RAG rated with actions commented - areas that are red and orange are key priorities. Information required includes that from CAMHS and Short Breaks.</p> <p>JH said that the draft SEF will continue to be developed over coming weeks but that it is a struggle to get a full picture of the Local Area without complete data for the SEF. An update position will be provided for the next Board meeting.</p>	WF
9.	<p>Workstream Highlight reports (JH)</p> <p>Joint Commissioning Workstream highlight was mainly covered under agenda item 7.</p> <p>2 Reports were circulated at the meeting due to timing of Workstreams and will be sent out with the minutes.</p> <p>Action: All to read and raise any questions with JH</p>	All
10.	<p>Any other business</p> <p>Monitoring Visit – 31 July 2019 (MH):</p> <p>There was a lot of challenge to the CCG. The question was asked “Are you holding partners to account?” This Board is doing that and we must continue to ask the awkward and difficult questions.</p> <p>Schools forum (DR):</p> <p>The following figures were requested for the Schools Forum tomorrow - number of pupils not admitted / not on roll - number of EHE pupils with SEND</p> <p>Action: JH to alert Danielle Wilson and Rachel Phillips</p>	JH
	<p>Date of Next Meeting: Tuesday 15 October at 13:00 – 15:00, Room 104, MMT</p>	



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	<p>Agenda Items:</p> <ul style="list-style-type: none">- Post 16 provision and the law (JB)- Short Breaks (CD)	
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