



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

SEND Strategic Partnership Board

15 October 2019

13:00 – 15:00, Room 104, MMT

Present

Name	Organisation
Marium Haque	CBMDC Deputy Director (Education & Learning) – Chair of SSPB
Julie Bruce	Manage, 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	Head of High Incidence Team, SEND Services, CBMDC
Lynn Donohue	Strategic Manager, SEND Services, CBMDC
Joel Herbert	Transformation and Compliance Co-ordinator, SEND Services, CBMDC
Ann Andrew	Principal, High Park Special School
Mark Anslow	Service Manager, Prevention and Early Help, CBMDC
Niall Devlin	Strategic Manager, Integrated Assessment and Psychology, CBMDC
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
Nav Chohan	Principal, Shipley College
Anne Coyle	Deputy Director, Social Care, CBMDC
Adele Jones	Parent Volunteer, Parent's Forum
Debbie Jowett	SENDIASS Manager, Barnardo's

Apologies

Name	Organisation
Wendy Uttley	Down Syndrome Training and Support Services, and Parent
David Byrom	Head of Services – LAC and Resources, CBMDC
Duncan Cooper	Consultant, Public Health
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
Jane Hall	Transformation and Compliance Manager, SEND Services, CBMDC
Mary Ryan	Strategic Commissioning Manager, CBMDC
Cath Dew	Service Manager - Prevention and Early Help, CBMDC
Dominic Wall	Executive Principal and SEND Lead, Co-op Academies Trust
Lorraine Hawksworth-Quill	Service Manager, Children's Disabilities Service, CBMDC
Sasha Bhat	Head of Commissioning, Mental Health, Bradford CCGs
Gareth Flemyng	Service Manager, Children's Social Care, CBMDC

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 17 September 2019 were accepted as accurate and true record.</p> <p>Matters Arising:</p> <p>Behaviour Support Pathway Update: JB reported that she has been in contact with Matthew Hodder from Affinity Trust who is writing a parent's version of PBS. Looking at delivering PBS training across the district. There is a meeting next week and JB will update again at the next meeting</p> <p>Workstream memberships: JHe confirmed that membership is continually being reviewed and there are 2 new representatives on the Preparation for Adulthood workstream from Keighley and Bradford College. This will continue to be reviewed.</p> <p>LA/Health communications: There has been further activity on Health Communications: Fortnightly telephone calls are continuing to track progress on inspection preparation and to raise any concerns or issues on the link between the LA and Health. A meeting has also been scheduled between ND and AJH to look at the joint commissioning of SENDIASS.</p> <p>CAMHS: Clarity was given by RH on CAMHS. There are 2 elements to the CAMHS review: 1) Internally around Specialist Provision and 2) a separate system wide district review for emotional health support. This has been signed off by Mark Douglas (Strategic Director CBMDC) and the CCG. Education will be involved.</p> <p>There will be a presentation around Health & Wellbeing at the next Headteachers briefing on 24th October.</p> <p>Discussion around whether Lisa Stead (Interim Service Manager) has a remit for CAMHS at this meeting. It was agreed it would be useful to have a CAMHS representative also in attendance. RH will check with SB. Possible updates can be provided without attending the meeting with a quarterly update from the CAMHS provider and commissioner. To look at introducing this as part of strategic performance monitoring. Commissioning needs to be represented at this meeting.</p> <p>The Local Offer feedback: A complete glossary of acronyms and terms used in the minutes has been drawn up and sent out with the minutes. This will be continued to be updated with any new terms appearing in the minutes and will be uploaded onto the Local Offer Website.</p>	<p>JB</p> <p>RH/SB</p> <p>JH/SP</p>

4.	<p>Post 16 Provision and the law (JB)</p> <p>JB attended training delivered by IPSEA and DFE which provided clarity on the definitions of 'Education' and 'Training'. Focused one off training doesn't have to be in an Educational Setting, it could be an Individual Provider. Examples of training; Mindfulness, CBT, using a knife and fork. Advice is that there needs to be more work on delivering aspirational things in Section A - it is what the young person needs to achieve to prepare for adulthood. In summary, the advice was that we should not see 'training' just as conventional training, but as anything that is there to support CYP reaching their aspirations and outcomes.</p> <p>ND confirmed that these are sometimes included in an EHCP but once the outcome is achieved the EHCP would be ceased. Up to the age of 18, CYP needs are being addressed but the plan only continues if the CYP is in Education or Training. We need to think about what else we can do and not just end the plan if the CYP is leaving college.</p>	
5.	<p>Short Breaks update (CD/LH-Q)</p> <p>This item has been deferred to next meeting.</p> <p>The Chair expressed that CD and LH-Q need to be in attendance at the next meeting to provide the update.</p>	CD/LH-Q
6.	<p>Workstream Highlight Reports (JHe)</p> <p>Action plans are being developed for each workstream which are based on the objectives from the SEND Strategy document. This will bring a focus for each of the workstreams over the coming months. Each action plan has clear milestones with who is accountable for each objective and will be monitored through the workstream meetings. This will in turn feed into the SSPB through the highlight reports.</p> <p>Integrated Assessment & Compliance:</p> <ul style="list-style-type: none"> - The Data Dashboard is continuing to develop and was presented to the DFE and NHS England last week. DFE and NHS England said it was one of the best they have ever seen. They have requested that Rebecca Troth and the IMT showcase it in London. - 20 week compliance rate is below expected. There is a new structure in the SEND Integrated Assessment team. The Targeted Assessment Team are working on the backlog cases. Quality Assurance is being carried out within the team and also working with North Yorkshire County Council on this. <p>Preparing for Adulthood:</p> <ul style="list-style-type: none"> - A task and finish group have met to look at the different pathways and Michael Purches is leading on this. - Employers forum took place 26th September. - Continuing to work with colleagues – all three colleges are now represented, with two colleges keen to engage in work on the annual review process. <p>NC raised that there have been no referrals for Supported Internships. JHe to discuss with JH and feedback to NC.</p>	JHe/JH

	<p>Co Production and Engagement: - The workstream identified three key areas of focus: 1) Communication & Engagement plan, 2) Voice of CYP and 3) The Local Offer - LO live event being planned for next Summer.</p> <p>Another parent listening event is planned for the New Year. The Chair requested that we look to do the next listening event prior to Christmas.</p> <p>DJ confirmed that SENDIASS are engaging with CYP at sessions in schools. There are 3 x 6 session blocks. They will go through paperwork – ‘This is Me’ and show a video on Social Media Training.</p> <p>The Chair raised a question around the strap line of “One child, One plan, Best Outcomes” as this would not be possible for a significant number of children with an EHC Plan where they may be required to have a separate Care Plan if they are Looked After or if they have a Child Protection Plan. The Chair queried as to whether we needed to review the strapline and suggested this may be something the Workstream could do.</p> <p>SEND Ambassadors are involved in all engagement activities. Discussed that SEND Ambassadors could be invited in to meet the Board members if we rescheduled a later meeting, after 4pm. Action: to schedule a later meeting and invite SEND Ambassadors.</p> <p>WF informed the Board that EHCP Champions are being rolled out through LD’s service.</p> <p>Joint Commissioning: The Joint Commissioning workstream has reconfigured as a smaller group of Commissioners who will meet over the next 6 months to focus on implementing the Joint Commissioning strategy and action plan.</p> <p>Composite Highlight Report: The new format of the highlight report was presented to the Board. This has been revamped to include several RAG rated areas, the top 3 risks, and a support and decision section for this Board. This month we are asking for support in respective areas with SEND data and for members to support in the supply of data and narratives requested to enable completion of the SEF process.</p>	<p>JH</p> <p>All</p> <p>JH/JHe</p> <p>ALL</p>
<p>7 & 8</p>	<p>SEND Strategy and LA Accessibility Strategy (JHe)</p> <p>Both strategies were started in 2018. It was felt that the SEND Strategy focussed too heavily on Education and did not sufficiently cover other areas including Health and Social Care. The LA Accessibility Strategy had not been completed and for both strategies, there was not enough involvement from parents and CYP. Michael Purches (Interim SEND Transformation and Compliance Coordinator) has been leading on these strategies over the past two months, through coproduction and engagement with parents, schools and CYP. Michael has produced an Engagement presentation to demonstrate process with developing the strategies, which is available on the Local Offer Website.</p>	

	<p><u>SEND Strategy</u> It has been important to ensure that CYP are the heart of the strategy. There is still more work to do around communication of this strategy and meetings are taking place with our communications and marketing team to look at how we can best share this. The SEND Strategy also feeds into the four workstreams and is lived out through the objectives in each workstreams' action plan. The Board was asked for further feedback on the current version of the SEND Strategy:</p> <p>NC – There needs to put in a description of what a college is</p> <p>The Chair explained that we need to be clear around Resourced Provision (Specialist Provision in a Mainstream school). Moving away from “DSP” and “ARC” to terminology that is in line with nationally recognised terms. The wording should be “Resourced Provision.” DR raised concerns that schools may not be aware of the change in terminology. The Chair acknowledged this and requested that work was undertaken with schools to ensure any issues were addressed.</p> <p>PH – There needs to be engagement with the Voluntary Sector. Action: Michael Purches to meet with PH to discuss Voluntary Sector engagement.</p> <p>The Board requested that a further update and a timetable for consultation is presented at the next meeting.</p> <p><u>Accessibility Strategy</u> In addition to the CYP and school engagement on the Accessibility Strategy, work has been undertaken with a primary school on an exemplar school accessibility strategy. This is now available for other schools on BSO and the Local Offer. An audit of school policies available on school websites has also been completed by the SEND Transformation and Compliance team. The Board approved the LA Accessibility Strategy. Action: To add this to the Local Offer and BSO</p>	<p>LD/JH</p> <p>MP/PH</p> <p>MP/JH</p> <p>JH/SP</p>
9.	<p>Data Dashboard – key indicators for Board (JHe)</p> <p>Following on from the Data Dashboard presentation at the last Board meeting, the key indicator pages were presented to the Board. It was agreed that these 3 pages will be presented to the Board each month for scrutiny. Each month the owner of the data will provide a narrative in the boxes.</p> <p>AC suggested that there should be a consistent approach to the narrative such a Signs of Safety or “What is going well?” and “What do we need to do?” – This was agreed by the Board.</p> <p>The Chair explained that quarterly we will have the data dashboard on the screen to drill down into the data on specific topics of our choosing.</p> <p>JHe also presented the more comprehensive “0-25 SEND Data Set” which would be scheduled on a quarterly basis.</p> <p>Members to feedback any comments.</p>	<p>JH/JHe</p> <p>ALL</p>

10.	<p>SEF update (WF)</p> <p>WF shared an updated summary sheet of the SEF. There are still some key areas where data is missing, which are identified on the summary sheet.</p> <p>There was a data meeting held today with Health Colleagues where the Health Data required for the SEF was discussed. Kerry Weir is coordinating this approach and will ensure that all data and narrative is passed to WF by the deadline of 31st October.</p> <p>After this, the document will be circulated across each service prior to final sign off by Mark Douglas.</p>	WF/JH
11.	<p>A.O.B None</p>	
	<p>Date of Next Meeting: Tuesday 19 November at 09:00 – 11:00, Room 104, MMT</p>	