

SEND Steering Board Meeting
Tuesday 16 October 2018, 12 - 2 pm
Ascot / Bray Room, Ground Floor, Town Hall, Maidenhead

Present:

Liz Kelsall (Vice-Chair) – Chair of PaCiP
Kevin McDaniel - Director of Children’s Services
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Cllr N. Airey – Lead Member for Children’s Services RBWM
Lisa Vickers – Secretary, PaCiP
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Chris Tomes – Head Teacher, Churchmead School
Joolz Scarlett – Head Teacher, Manor Green School

Apologies:

Karen Cridland – Director of Children’s Service, BHFT
Nick Stevens – Head Teacher, Riverside Primary School and Nursery
Janette Fullwood – Head of CYP&F Clinical Commissioning Group
Jennifer Humphreys – Communications and Marketing Officer, RBWM
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Sarah Bellars (Chair) – Director of Nursing and Quality, Clinical Commissioning Group

Minutes:

Hannah Golec - Business Support Team Leader for CYPDS, Early Help and Education

Minutes

1. Welcome and Apologies

The Steering Board meeting was chaired by LK.

2. Minutes of last meeting, actions and matters arising

The minutes from the previous meeting held on 18 September 2018 were approved.

Update on the actions:

- KC to feedback actions for BHFT, from the West Berkshire inspection, that would be useful for RBWM: LK queried whether this was an action to be reported at the Steering Board or elsewhere. DH confirmed that despite not requiring a WSoA, West Berkshire have still compiled an action plan and it would be helpful for BHFT actions to be brought back to the Steering Board.
- DH to discuss collecting local data and Q1 data meeting: DH reported the Q1 data meeting with BHFT had taken place. DH confirmed that BHFT own the data, and the CCG are not at liberty to share this data with anyone else. AC reported that in a previous conversation with BHFT, BHFT stated they only collect data across East Berkshire because that is the way they are commissioned,

and it for the CCG to decide who that data is shared with. DH noted that the data can be split by locality, or according to GP practices in the area. They submit data for the CCG for contracting arrangements; the data they collect is comprehensive and relevant but they cannot have different LAs asking for different data. BHFT do own the data set according to DH.

ACTION: AC to confirm with KC when the agreed dataset would be ready. Gain clarification on providing data on a locality basis.

- LK to link up with JF re. the Local Transformation Board: LK and DH have linked up.
- HG to check whether Local Offer has contact details for the local route of redress: AC confirmed this has been actioned.

3. An Inclusive Borough

LK commended Cllr Airey for her presentation of the Inclusion Charter at the Cabinet meeting, praising it as brilliant and that the councillors response was great.

Cllr Airey asked if there was a press release, as there has been nothing reported on the website. LK noted she could not find anything to share, and Cllr Airey noted we need to do more work on the comms side. LK stated that she had previously spoken to a parent about an Inclusive Borough who asked LK how we hold people to account, which Cllr Airey demonstrated at the meeting.

Cllr Airey thanked the councillors for their support and reminded them this week what they have signed up to. It was evident by some of the questions that there is a culture change, but it is about holding councillors to account. Cllr Airey was pleased to have parent representatives there, as people need to hold councillors and officers to account, otherwise it is just 'another piece of paper'. It is so everyone knows who to speak to.

LK stated a credit card size version of the Inclusion Charter will empower people. KMcD advised we should hook into the press, to state the Inclusion Charter has been launched and adopted, the videos have been produced, and the cards are our next step. Cllr Airey noted we were aware that when we started this, when we ask people to identify their problems, we see a tidal wave of what does not work, but we cannot fix these things overnight. We are equipping people with holding us to account but also setting realistic expectations with having that open dialogue and communication to say this is how we will make things better. Cllr Airey noted we need to show an understanding that we may not have got something quite right, but this what we can do. Children's services is pioneering a lot of inclusion, but for housing and planning, for example, it is not always in their mind-set. We are reducing that.

LK asked whether the Inclusion Charter has been adopted in the Town Hall. KMcD confirmed it has been at a senior leadership level, but on the comms side there are lots of things still to do. AC reported that the cards were delayed as the new local offer was to be displayed on the back of the cards, but as the local offer is now delayed, the first batch of cards will be produced.

4. CCG Annual Report for SEND

DH reported the CCG annual report for SEND is not a statutory requirement, but the CCG produce annual reports for statutory responsibilities including safeguarding and CIC. The report gives an understanding of activities the CCG has been involved with in 2017-18 so DH advised the Board this is now six months of date. DH noted that what was picked up at the SEND inspection the CCG were already aware of as a SEND evaluation had previously been carried out.

DH reported on the achievement of the refresh of the children's Joint Commissioning Board. There have been a few meetings and it is feeling like a partnership board which will grow from strength to strength. DH noted there has been an improvement in the leadership of SEND in the CCG, and DH and SB will do some governance work around SEND. DH reported that links in the South East have been strengthened.

There was feedback about the multi-agency audits and the planned training conference; two audits have been completed. West Berkshire was invited to the table.

DH noted that everything else in the report is self-explanatory, and tells us about involvement with children participation and participation with parents and carers. It is across all three local authorities and not focusing on one area.

CT referred to the table listed on page 15 which details the number of Statements and EHC Plans for each LA. This table dates back to January 2018 and CT asked whether there is an update. DH clarified that this is uploaded nationally so there is always a delay in publishing the data. AC confirmed there are currently no statements, although a couple do come through as people move into the area. There is a current total of 898 EHC Plans. This number goes up and down every week but it is around the 900 mark. DH stated it is useful to compare areas and AC commented that Bracknell Forest has a much lower number of EHC Plans. KMCD advised there are fewer schools but a similar child population in Bracknell Forest.

CT noted that some children waiting for an Autism Assessment have been on the waiting list for over 52 weeks and asked about the breach. AC noted that BHFT will consider the waiting time a breach if they do not hit a deadline that they have to nationally, and that they have to tell you if they are in breach of a national requirement. DH noted there is a massive spotlight across England on the increase of ASD and ADHD referrals and diagnoses. There is currently a conversion rate of 66% and DH expressed concern with the 33%, stating that we need to understand the social aspects of their lives and the family environment too. DH reported that the waiting times for children is sky-high. Last April it was reported at 52 weeks, but it is likely to be much higher now. Referral rates are going up and the workforce cannot keep up with the rate of referral. AC noted that people need to understand it is simply a diagnosis and a lot more support is needed. DH stated this is challenging because you are stigmatising children even if they are just on the waiting list. LK asked if we can provide further education around people who are doing the referrals to increase the dialogue with the family and say "there may be a need for your child to have a diagnosis, however...". LK asked if you are hearing people saying that they are waiting for a diagnosis, where they are getting that from?

DH stated that the Local Transformation Plan is supporting families who are waiting for an assessment. LK suggested we say to parents there are x amount of things that may be contributing to your child's behaviour and we would like to carry out some more assessments which may lead to a number of outcomes, instead of advising that they are waiting for a specific diagnosis. AC noted this is a difficult conversation to have without BHFT at this meeting.

DH noted that we still have to improve support for families at an earlier stage. CT asked whether we are seeing more children with autism or whether we are identifying it better? Are we better at identifying a need? For CT personally the answer is yes, as we see more needs coming through, but children can get lost in the system. JS questioned whether schools can tell the difference between autism and attachment.

LK noted that from a family perspective there are two things: increased awareness within social media, TV, radio shows; and there is another issue about identifying girls, as girls present symptoms very differently and perhaps they ought to be diagnosed to get the help that they need. LK reported there is

a focus on social media about adult diagnosis and how it is almost considered to be trendy. AC noted that sometimes a diagnosis simply helps people to make sense of their lives.

DH continued to express her concerns over the conversion rates. KMCD stated that the reality is that children are coming through the door and being identified, which we are pushing through. It is support that families need from that point and KMCD asked how we give schools access to the resources and support that they need. KMCD stated that sometimes you know it is about the dynamics in the family at that moment in time, and we need to change the idea that children and families require a diagnosis to be able to get help.

5. Planning for EHCP Training Event

DH reported that two audits have been completed and the outcome so far is that it is a similar picture with the west of the country. There is a financial commitment from the Council for Disabled Children and PfA to put on a training event. This will take place in February / March 2019 and it will be aimed at Frontline practitioners across Berkshire. A certain number of tickets will be allocated to the different areas and organisations. DH noted there will be an email for a consultation from tomorrow for the next three weeks to discuss the following:

1. Capturing the young person's voice and aspirations
2. Transition planning
3. Outcomes

It was reported that Helen Cross will be the Local Authority representative on the planning group.

6. Highlights from WSOA

There were no reports received from the working group. It was decided that the WSoA would be reviewed, particularly actions where date of delivery had passed.

Discussions around the WSoA were as follows:

- Action 1.2 b: October 2018 to remain as the date of delivery
 - Action 1.3 a: LK noted this action should remain green as it is not embedded. AC stated we need to work out what embedded looks like. LK and KMCD had a conversation on 15 of October 2018 about co-production, and realistically deciding what the forum can do and what parents and carers can add real value to. LK noted it should not be everyone else deciding what they feel PaCiP can contribute to or what is important for them to attend, but for PaCiP to determine this. LV noted that identifying themes will give enough information to PaCiP rather than delving into specific details. Priorities should be driven by parents and carers, so approaching PaCiP with the theme will provide sufficient information.
 - Action 1.3 a ii: KMCD and LK meet quarterly. SB attended the very first meeting and KMCD stated with the exception of that first meeting the CCG is not included. It was agreed that the lead of this action would be changed to CCG and not DCO.
ACTION: DCO to be changed to CGG as the lead
 - Action 1.3 b i: The EHC questionnaire is being sent out with new systems. LK asked whether the feedback has enabled us to change any practice? AC reported there is insufficient data to identify gaps and an extension of time is required.
ACTION: Date of delivery to be extended; progress to be updated.
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- Action 1.3 b ii: DH reported it to embedded and ongoing, and that it can be blue. LV agreed and noted that the last meeting was very helpful.
ACTION: Change RAG rating to blue.
 - Action 1.3 b iv: JS reported a date needs to be put in the diary. It was clarified that the DCO is listed as a lead because of the high end of the graduated response.
ACTION: AC to schedule a date for the ELF meeting.
 - Action 2.1a: This action was completed in January 2018 and can be changed to blue.
ACTION: Change RAG rating to blue
 - Action 2.1 b i, ii and iv: DH reported these have all been completed and are blue.
ACTION: Change RAG rating to blue
 - Action 2.1 d i: It was reported that this action has been completed on the current local offer and can now be changed to blue.
ACTION: Change RAG rating to blue
 - Action 2.1 d ii: This action should remain green but the date of delivery to be changed.
ACTION: KC to advise on date of delivery
 - Action 2.3 a i: The CCG have written the plan which now needs to be accepted by NHS England. It was determined date of delivery of November 2018 is realistic.
ACTION: Date of delivery to be changed to November 2018.
 - Action 2.3 a iv: 50 assessments have now been completed and this action can be changed to blue.
ACTION: Change RAG rating to blue
 - Action 2.3 a vi: DH reported that this has been agreed and JF will update the progress headlines. DH noted that the action was to commence the business planning which has been done. JF needs to clarify what we want the implementation plan to look like. LK questioned whether there are parents and carers involved at all. DH stated it is about adults that have not been diagnosed.
ACTION: JF to provide an update
 - Action 2.3 b ii: AC reported that this position will be in place at the end of October 2018 and the post holder will set up training. It is a significant job as there will be 900 annual reviews. There should be something included about the PfA team and working around the annual reviews for 14 years +. The new date of delivery will be December 2018.
ACTION: Date of delivery to be changed to December 2018.
 - Action 3.1c : It was reported that there is a delay on the Inclusion Quality Mark and there is more work that needs to be done. There needs to be buy in from schools so a realistic date of delivery would be April 2019. All other actions relating to this should be changed.
ACTION: Date of delivery to be changed to April 2019.
 - Action 3.3 b: JS reported that the gaps have been identified. It is in the really early days but there is support for it. AC stated that Helen Huntley is in the progress of putting together annual training for SENCoS which should sit well with the Quality Mark. The training is happening but the resource hub has further to go therefore the date of delivery should be changed to April 2019.
ACTION: Date of delivery to be changed to April 2019.
 - Action 4.1 a: AC advised that the status of this action would be checked.
 - Action 4.1 d: This action can be changed to blue.
ACTION: Change RAG rating to blue.
 - Action 4.2 d: It was agreed that KMCD would provide a written update on this action.
 - Action 5.1 c: There was a discussion that this action could be green but the wording of SEND specialist to be changed to Area SENCo.
 - All actions relating to data: BHFT to identify a date of delivery.
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7. Feedback from the Workshop

This item was not discussed.

8. Future Inspection Plans

KMcD reported that it was clear following a conversation with the DfE and Ofsted that the DfE is not an inspection body and therefore do not have the authority to sign off any WSoA's. In the coming weeks Ofsted will complete some mini inspections, which means between now and February 2019 Ofsted will revisit us. KMCD noted that it will unlikely be a complete rerun of the initial inspection but that Ofsted will ask about the impact of what has been done from the blue and green rated actions, and the inspection will therefore be around the evidence. KMCD commented that we do not know to what extent Ofsted will invite the views of parents and carers. KMCD asked whether it feels that different to a lot of people and the answer is probably not just yet. We need to accelerate the work on how we determine whether our strategies are making a difference. DH noted that we need to prioritise our actions for next year as a WSoA may not be issued if they think organisations will do something without one. DH questioned why parents and carers do not feel an impact. KMCD noted that it is impacting, but their perception is different. AC advised that we need to make sure we are collating feedback from a broad range of families. PaCiP's shared their survey with the Steering Board which documents that 48 families were asked about how things had improved over the past year based on the areas highlighted in the September 2017 letter. The majority of feedback indicated that there had been no change or there were some minor changes, but not enough.

KMCD noted all 30 local authorities will be visited within the year and there is potential that there may be the same inspection people coming to visit a year later. We need to look at the themes and show the evidence to demonstrate that it is going in the right direction. There is work still to do around the trends, we are addressing the issue of accountability but we will have to articulate it, and we still have little positive data in terms of equality and experience. KMCD Stated that the piece of work still left to do is how people feel. It is important to know how we will be scrutinised and KMCD stated his belief that we will be in the first batch of inspections.

9. New Groups with Lines of Accountability and Structure and Steering Board Membership.

This item was not discussed although it was determined the monthly meetings will continue.

10. Date of next meeting

Tuesday 13 November, 12.00 - 2.00 pm, Ascot / Bray Room, Ground Floor, Town Hall, Maidenhead.
