

SEND Steering Board Meeting
27 February, 12 noon – 2pm, Town Hall, Zone A, May Room

Minutes

Attendees

Chair – Sarah Bellars – Director of Nursing and Quality, Clinical Commissioning Group
Kevin McDaniel, Director of Children’s Services
Cllr Airey – Lead Member for Children’s Services RBWM
Karen Cridland – Director of Children’s Service, BHFT
Nick Stevens – Head Teacher, Riverside Primary School and Nursery
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Liz Kelsall– PaCiP
Jean Hobson – Manager, Information, Advice and Support Service RBWM
Chris Tomes –Head Teacher, Churchmead School
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)
Janette Fullwood – Head of CYP&F Clinical Commissioning Group
Joolz Scarlett – Head Teacher, Manor Green School
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Jennifer Humphreys – Communications and Marketing Officer

Apologies

Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Lin Ferguson – Deputy Director of Social Care and Early Help
Lisa Vickers – PaCiP

1. Welcome.

Board members introduced themselves

2. Minutes of last meeting, actions and matters arising.

Draft minutes of last meeting were confirmed with two amendments:

- Joolz Scarlett was missed from the attendee list;
- Page 3 - The funding for 50 additional ASD assessments is **across all 3 CCG areas**. These are to be completed by September 2018 as a short-term solution to reduce the waiting time while the longer term solution is designed and commissioned. SB advised that the three CCG’s were becoming one. Not all board members were unaware of this plan.

All other actions were confirmed completed.

3. Progress update from work streams:

All reports were circulated or tabled (attached again).

LK presented the PaCiP report , she advised the group PaCiP will be looking into how to focus their resources on their priorities.

LK believes that PaCiP event on 6th March would give an opportunity for parents to get involved in work streams.

LK stated that there was progress in areas where PaCiP was in sole control however she was concerned that although they were listed as being required for coproduction on a number of actions that were due in February, March and April PaCiP had not received any requests for involvement. This led to a robust discussion about timeliness of actions and ensuring that PaCiP were given reasonable timelines in order for them to support the areas that have been identified as requiring coproduction in a meaningful way. In other areas where they were co- allocated. SB requested LK to go through the WSOA and specify the specific areas she was concerned about.

The key areas of concern were:

SEND Strategy – LK said PaCiP had not received the results of the feedback they had given to Geoff King.

DV confirmed that the work on the Strategy concluded during the last year.

Action: DV to confirm timeline for the launch.

EHC Handbook - LK didn't believe that parents/carers had not been involved in the booklet review which was set for Jan 2018.

DV advised that Helen Cross, SEND Business Manager is leading this work and had started at the Parent Information session in January. She has a group of parents involved in the work and they are meeting on March 5th. It was noted that LK is part of that meeting.

Action: DV to confirm the work to date and the timeline.

Youth engagement – LK said we will need to ensure youth engagement and overall children and young people feedback. LK suggested Kickback as part of the working group.

Local Offer progress– DV reported that there is now an officer in CYPDS leading on this area.

Preparing for Adulthood Pathway for 18-25. LK was concerned about delivery date of April .

DV informed the Board that CYPDS has reshaped staff considerably for this new responsibility and now have a specific Team Manager for PfA . The service has very recently had a working session to look at service delivery and this will continue to be reviewed.

Action: DV to ensure PaCiP are involved where service developments are being considered across the local area.

Feed back survey at key stages – delivery date had slipped

Action: DV to provide recovery plan.

PaCip is supported to develop parental representation – LK presented data and charts that demonstrated that PaCiP has an understanding of their membership and where they needed to increase representation.

Action: Named parties (Service Leader, CYPDS, PaCiP, IAS and DCO) to identify actions required to meet delivery date of Oct 2018 to increase membership and representation.

Local Offer to spread coverage of the role of PaCiP

Action: Named parties (Service Leader, CYPDS, PaCiP, IAS and DCO) need to set out expectation and delivery dates.

Raise profile of co-production and PaCip

Action: Named parties (Service Leader, CYPDS, PaCiP, IAS and DCO) to test success of this co-production across the local area. The training session on 3.5.2018 will help embed best practice

Communication Strategy to provide regular feedback to parents and their families – LK and DV noted that there is a document signed by all parties that could be updated as it already shows commitment to regular communication.

Action: DV to provide update and a recovery plan at the next meeting

SB felt there was an overall lack of pace in the progress of the Action Plan.

KC said there needs to be a multiagency approach. AC suggested going through the WSOA and highlighting areas that require multiagency approach. It was agreed that it was essential for the Working Group to be convened to drive actions.

Action: DV to take lead for the Working Group. JF offered assistance.

CT asked the question, “How do we get wider participation from schools?” A job for task and finish groups where agencies can take a lead. To be agreed at the Schools Working Group on the 9th March.

SB said the general Working Group needs to be convened as a matter of urgency.

(After the meeting a small group of Board members set a Working Group meeting for 15th March to update the plan and to provide a joint report to the next Board meeting.)

Ensure children with SEND are included on local youth council (Kickback). This will help ensuring that the voice of the child/young person with SEND is reflected in all local service developments.

Action: JF, DV and JH to have a discussion on this matter

Board members were informed that the Co-production Workshop on 3 May 10-12.30 Town Hall will explore what good co-production look like.

Inclusion Summit – date April 19th – proposed venue is Holiday Inn, Maidenhead. Cost is around £3000 for venue, all refreshments and pastries and buffet lunch for up to 150 attendees. (Max attendees would be 160) Cost would rise/fall if numbers change.

Discussion then followed regarding the venue, budget and content of the meeting and a

key note speaker. After much discussion the timing for the Summit was agreed to be half a day starting in the morning.

Discussion on Continuing Health Care/CCG placement funding. DV mentioned that the process for such decisions can be lengthy.

In summarising the progress of the Action Plan, SB expressed concern for some actions and emphasised the need for an effective recovery plan for each.

4. WSOA – resubmission status and OFSTED feedback

DV confirmed that Ofsted had now accepted the WSOA. Discussion then followed on the duration of the WSOA.

Action: KMcD to seek clarification regarding this.

5. Health and Wellbeing Board meeting Feedback (HWB) – Kevin McDaniel

- NS, LK and KMcD attended the HWB meeting.
- NS gave a presentation summarising the action plan
- LK stated that she was surprised that there had not been the level of scrutiny at the HWB meeting that she had expected. **Action:** KMcD to discuss this with the chair, Cllr Coppinger.

4. PaCiP Preparing for Adulthood Event 13/3.

Discussions regarding the event included the following:

- Venue is Holyport Memorial Hall.
 - Colin Symons, PFA Team Manager in CYPDS is involved.
 - Input required from Adult Services and Social Care.
 - Representation required from supported living and housing.
- Action:** CS will be able to provide contact details.

5. AOB

- LK asked how the LA was spending the 2018/2019 LA SEND Reform Grant (£101K) DV advised it was to undertake the wide range of reforms including spend on posts. Budgets are in public domain.
- LK said the WSOA link in the Local Offer was not working. DV to ask her lead manager to rectify this.
- KMcD – Feedback on the Ofsted Annual Conversation which was positive overall. Also at the Director of Children’s Services South East meeting it was noted that 60% of Local area SEND inspections are resulting in a WSOA. DH – talked about the single route of redress for EHC plans (Tribunal). There is to be an extended pilot that gives Tribunal additional remit to make non-binding recommendations about Health and Care. **Action:** DH and DV to add to agenda for next meeting.

SB invited Board members to feedback on the overall meeting.

Date of next meeting

Tuesday 20th March 2018 at 12 – 2pm - Council Chamber, Town Hall, Maidenhead.

Apologies - Cllr. A