

# Lancashire SEND Partnership Board Meeting

## 26<sup>th</sup> November 2018, 10am - 12pm

### County Hall, Preston

#### **Attendees, Board members:**

John Readman, Executive Director of Education and Children's Services, Lancashire County Council (Chair)

Mark Youlton, Clinical Commissioning Group Chief Officer with responsibility for SEND (Vice Chair)

Sally Allen, Acting Director of Children's Social Care, Lancashire County Council

Jo Bebbington, Parent, Carer

Steve Belbin, Head of Service, Education Quality and Performance, Lancashire County Council

Lynne Blomley, Lancashire Association Secondary Schools Head Teachers

Dave Carr, Head of Service Policy, Information and Commissioning (Start Well), Policy, Information and Commissioning, Lancashire County Council

Debbie Duffell, Head of Service Children and Family Wellbeing, Lancashire County Council

Tricia Farey, Parent Carer

Matthew Fisher, Young person from POWAR

Hilary Fordham, Chief Operating Officer, NHS Morecambe Bay Clinical Commissioning Group

David Graham, Head of Service SEND, Lancashire County Council

Fiona Grieveson, Lancashire Special Schools Head Teachers Association

Dr Maria Hall, Community Health Representative

Charlotte Hammond, Head of Service Learning Disabilities, Autism and Mental Health, Lancashire County Council

Anne Hardman, Designated Clinical Officer, North Area

Helen Lynch, Mental Health Representative

Lorraine Moody, Team leader, Barnardo's

Robin Newton-Syms, The Lancashire Colleges

Sam Jones, Interim Chair of the Lancashire Parent Carer Forum

Evie Smith, Young person from Lancashire Youth Council

Tina Wilkinson, Primary Heads in Lancashire

#### **In attendance:**

Diane Booth, Lancashire SEND Senior Manager

Janette Hastings, Integrated Assessment Team Manager (East), Lancashire County Council

Gareth Jenkins, SEND Partnership Communications and Engagement Lead

Helen Makinson, SEND Partnership Project Lead

Veronica Mellor, Improvement Consultant, Quality Standards

Sian Rees, SEND Improvement Partner

Gavin Redhead, Strategy Lead for Participation, Young People, Lancashire County Council

Sally Richardson, Principal Educational Psychologist, SEND, Lancashire County Council

Caroline Waddington, Senior Programme Manager, NHS Midlands and Lancashire Commissioning Support Unit

County Councillor Philippa Williamson

### **Apologies:**

Nicola Askew, Acute Health Representative

Tara Entwistle, Early Years Representative

Sakthi Karunanithi, Director of Public Health and Wellbeing

Kate Reddy, Parent Carer

### **Full notes of the meeting:**

#### **1. Introductions, welcome new members, apologies**

John Readman welcomed Board members to the third meeting of the SEND Partnership Board and at his invitation attendees introduced themselves. Apologies were noted. A particular welcome was extended to new Board members joining the meeting.

#### **2. Notes from the meeting 17 September and progress on action**

John Readman confirmed that the Board notes are published on the Local Offer website. The notes of the meeting were agreed as an accurate record. The actions from the previous meeting were noted as complete, with updates provided on two outstanding actions:

**Liquid Logic** – David Graham informed the Board that development of the Liquid Logic case management system is progressing well and on schedule to 'go live' in the first week of January 2019. The data transfer from the old system to the new is currently taking place. Once in operation the system will provide partners with pre-populated information to save a substantial amount of resource. The first tranche of the project will allow access for the SEND service and the DCOs, the second tranche will work toward wider partner access; it was noted that schools are very keen to be included.

**Short Breaks** – David Graham updated the Board on recent developments to the Short Breaks service. As part of the County Council's savings proposals a consultation on provision for Short Breaks is being undertaken. There will be a formal consultation into which partners can feed their views. Tricia Farey shared the concerns of parent carers unable to access available provision, as the current offer is unsuitable. She emphasised the significant impact on families who rely upon this provision any reduction in service will have.

John Readman explained that the County Council has to make significant savings; the Short Breaks review is part of a suite of proposed savings. The savings identified are difficult options to consider. David Graham will provide an update on the first stage of the review for the January Board. Charlotte Hammond suggested adult services contribute to the review.

**Action 1: – Provide an update on the progress of the Short Breaks review**

### **3. Business Items**

#### **DfE Monitoring Report**

Sian Rees provided an update on the monitoring of the written statement of action by DfE and NHSE which takes place on a quarterly basis. The most recent review took place on the 11th October 2018.

The SEND Partnership produces a report covering key actions delivered during the period, planned next steps and a progress assessment for each them which is discussed and agreed with DfE and NHSE. Governance is of particular interest to the DfE and NHSE; it was noted that the written statement of action is reported bi-monthly to the Health and Wellbeing Board.

The next monitoring meeting is 18<sup>th</sup> December 2018, this report will cover updates from all working group activity, including steps to engage parent carers, the development of the SEND Improvement Plan and continued support from the SEND Partnership team.

John Readman concluded that good progress is being made, but with a clear recognition that there is more work to do.

#### **Ofsted Revisits**

John Readman advised on the latest information on the Ofsted revisit programme. Ofsted is approximately halfway through the SEND Reforms inspection process and has recently announced a revisit programme for all areas with a Written Statement of Action. The revisits will look at the impact the improvement work has made in each area. Local areas will be given a 10 day notice period and the formal inspection is expected to last between two and four days. John Readman felt that the revisit programme provided an opportunity for external validation and challenge.

The first Ofsted revisit is currently underway in Rochdale, which was inspected in September 2016. It was noted that Lancashire should expect a revisit at some point in 2019, with continued focus on improvement work in the meantime. David Graham noted that DfE has asked Ofsted to develop a framework for a second round of SEND Inspections; the timeframe for this is not yet known.

#### **Health and Wellbeing Board Report**

John Readman informed the Board that the Health and Wellbeing Board received an update on SEND Partnership progress on the 20<sup>th</sup> November, 2018. The HWB Board membership includes health and local authority representatives from the SEND Partnership Board.

#### **Lancashire Draft Lancashire SEND Partnership Strategy: 2019-2021**

Sian Rees introduced the final draft of the Lancashire SEND Partnership Strategy: 2019-2021. The strategy includes the vision agreed by the Board in September and four priorities for improvement informed by discussions with all partners over a six month period including

parents, health, educators and young people. Working Group one has led this piece of work-detailed actions will be agreed to deliver the priorities in the developing Improvement Plan.

Jo Bebbington requested that the Autism Act 2009 and associated documents be added as a reference in the document.

**Action 2: Include reference to Autism Act 2009 within Lancashire SEND Partnership Strategy: 2019-2021**

Tina Wilkinson advised that she has received positive feedback from colleagues who are beginning to see improvements. Robin Newton-Syms praised the document noting it to be very clear and cogent.

John Readman requested the Board sign off the draft Strategy. This was agreed.

**Action 3: Finalise and publish Lancashire SEND Partnership Strategy: 2019-2021**

**Draft Working Together Strategy: 2019-2021**

Diane Booth presented the final draft of the Working Together Strategy: 2019-2021. This outlines the SEND Partnership plan for communication and participation with children, young people and their families. Working Group three has developed this document and consultation has been undertaken with partners including young people through POWAR. A communication model describes how communication will be managed across Lancashire through the introduction of Local Area Partnerships. There will be three Local Area Partnerships that work to identify and address issues at a local level. Sam Jones asked if the Parent Carer Forum would be included in the arrangements and it was confirmed that this would be made more explicit in the Communication Model.

**Action 4: Include Parent Carer Forum in Working Together Strategy: 2019-2021**

John Readman noted that this strategy will test the partnership by inviting challenge from the community.

The Board discussed the Working Together strategy and Tricia Farey raised some concern around the model in relation to securing consistency. Diane Booth advised that any issues can be raised with the SEND Partnership team.

John Readman requested the Board sign off the draft Strategy. This was agreed.

**Action 5: Finalise and publish Lancashire Working Together Strategy: 2019-2021**

**Local Offer**

David Graham provided an update on the development of the Local Offer. The Local Offer is an online information network for all partners detailing available SEND support. Three suppliers have been selected; one to support the design and two to construct the website. The website will be hosted as new SEND Partnership site. A consultation process is underway with parents, carers and young people, with plans to extend this to include professionals. All feedback will be used to inform the design work; Gareth Jenkins is coordinating this work.

Anne Hardman asked how information will be edited and it was confirmed that an editing feature will be available to specified users. The aim is for the Local Offer website to 'go live' in April 2019.

**4. Parent Perspective: Identifying and Meeting Need**

Debbie Duffell introduced a short film sharing the experience of a parent of a child with SEND talking about her son's needs being identified and the challenges she faced and ending with a message for the Board.

## 5. A Focus On: Identifying and Meeting Need

Debbie Duffell and Diane Booth presented a summary of the activity of by Working Group four. Presentation attached.

Anne Hardman updated on the Designated Clinical Officer Service. Three DCOs have been in post since September 2018 covering the North, East and South areas of Lancashire. Their role involves acting as a single point of contact for health, coordinating health advice, liaising across partner agencies and reviewing the quality of health advice received.

Sam Jones asked why health advice isn't always received from the child's paediatrician. Anne Hardman and Maria Hall advised that this shouldn't be the case and agreed to follow this up.

### **Action 6: Clarify the contribution of paediatric advice for EHCPs**

Fiona Grieveson explained that health advice is often out of date for children; Anne Hardman advised that in these cases the school should contact the local DCO for support.

Debbie Duffell noted that a 0-19 (25) Public Health Nursing service has recently been procured and asked if the appropriate links were in place with partners. Anne Hardman and Hilary Fordham noted this was an important area for health and agreed to follow this up.

### **Action 7: Ensure appropriate partner engagement with Public Health Nursing contract**

## **Quality Assurance Framework**

Diane Booth updated the Board on the draft Quality Assurance Framework for auditing EHCPs. It was proposed that EHCPs will be managed through four tiers of audit;

- Tier 1 Compliance
- Tier 2 Multi-agency qualitative audits
- Tier 3 Multi-agency audits of annual reviews
- Tier 4 Moderation

Tier one will consider compliance on a range of area based quantitative data.

Tier two audits will focus on all new EHCP's finalised since January 2019, to ensure that plans, going forward, are of improved quality in line with the practice standards, the code of practice and regulations.

Tier three audits will be completed by a lead professional at the annual review for the plan, to ensure each EHCP is reviewed building in consistency, accountability and SMART actions.

Tier four will consist of a moderation group undertaking analysis of Tier 2 audits. A cross section of audits will be moderated to ensure the audits to drive quality and consistency. The moderation group will provide an overview report of their findings to the SEND Partnership Board three times a year, with recommendations for further action and a programme for thematic audits. The importance of identifying good practice and celebrating this was noted.

Staff training will be required to increase the number of staff who able to undertake audits, enabling the audits to be shared by a larger number of staff. Diane Booth requested Board member commitment to the proposed audit process and requested staff nominations to train as auditors from all services.

### **Action 8: Board members to nominate auditors from service area**

The Board discussed the audit process. Dave Carr asked whether the timeliness of identification would be addressed and it was confirmed that this will be included within the compliance report. Charlotte Hammond asked how the audit process will be used to improve quality and it was noted that this is outlined in the document. Sally Allen made some suggestions based upon her audit experience through Children's Social Care; including three reports per year not being frequent enough, the importance of ensuring staff undertaking audits are from a range of tiers across service structures in to improve quality of practice at all levels and finally that engagement to seek parent carer views needs to take place.

Jo Bebbington requested that 'preparing for adulthood' be specified as these outcomes are not being written into plans. Sam Jones stated that parents would be keen to be involved in the audit process in some way.

The feedback was noted; the audit process will commence as planned in January with all suggestions considered as part of the pilot process.

John Readman confirmed that the Board endorsed the Quality Assurance Framework with the comments made considered for inclusion in the final version.

### **Action 9: Finalise and publish SEND Partnership Quality Assurance Framework**

#### **Identifying Needs**

Janette Hastings provided an overview of the draft Graduated Response Model. This model displays three levels of available support; universal, SEN support and EHCP; it includes supporting information for each level. This will be available on the Local Offer as a resource for parents, carers and partners to access.

John Readman thanked the presenters and concluded that the Board supported the overall direction being taken by Working Group four, thanking them for their work.

#### **6. ASD Pathway**

John Readman introduced the next agenda item by noting the positive step in agreeing the ASD pathway. Maria Hall presented the proposed Neuro-developmental Assessment Pathway, presentation attached. The presentation covered the approach taken, including stakeholder engagement, a description of the model and the planned next steps.

The Board discussed the pathway and made positive comments. Caroline Waddington requested further input from Children's Social Care and John Readman recommended making use of the leads on the Board to link into required service areas.

John Readman thanked Maria Hall for the presentation and noted the Board's support and approval of the Neuro-developmental Assessment Pathway.

#### **7. SEND data review**

Steve Belbin and Sally Richardson presented the SEND achievement data to the Board. Presentation attached.

John Readman requested including an agenda item at a future Board meeting to discuss how service delivery is addressing targets for SEND.

### **Action 10: Circulate presentation with presenter contact details**

## 8. Forward Planner and Close

The Board Forward Planner was shared outlining the draft agenda for the next Board meeting.

John Readman closed the meeting by noting that this was the last Board meeting for both himself and Mark Youlton. Edwina Grant had been appointed as the new Executive Director for Education and Children's Services and will chair the Board from January 2019 onwards.

Mark Youlton confirmed that East Lancashire and Blackburn with Darwen CCG had appointed a new Chief Officer to replace him. The Integrated Care System Executive Team will agree his replacement for the Board.

Mark Youlton acknowledged the challenge of the SEND improvement agenda and of establishing a coherent partnership. He praised the approach and leadership shown by John, thanking him for his role in encouraging positive relationships and a listening culture.

John Readman thanked the Board for their collective commitment.

### Dates and times of future meetings

Future meeting dates and times confirmed below:

- **\*Revised date\*** 28/1/19 10.30-12.30pm, The Jack McLaughlin Centre, Corpus Christi Catholic High School, St. Vincent's Road, Fulwood, Preston, PR2 8QY
- **\*Revised date\*** 1/4/19 2-4pm, The Exchange, Savoy Suite 1, County Hall, 4th floor, Preston

### Action Summary

Agenda Item	Actions from meeting	Who	When	Progress
Notes from the meeting 17 September and progress on action	<b>1</b> Provide an update on the progress of the Short Breaks review	David Graham	28/1/19	Update at the 28 <sup>th</sup> January Board
Business Items	<b>2</b> Include reference to Autism Act 2009 within Lancashire SEND Partnership Strategy: 2019-2021	Sian Rees	5/12/19	Complete
Business Items	<b>3</b> Finalise and publish Lancashire SEND Partnership Strategy: 2019-2021	Sian Rees	5/12/19	Complete
Business Items	<b>4</b> Include Parent Carer Forum reference within Working Together Strategy: 2019-2021	Diane Booth	5/12/19	Complete

Business Items	<b>5</b>	Finalise and publish Lancashire Working Together Strategy: 2019-2021	Diane Booth	5/12/19	Complete
A Focus On: Identifying and Meeting Need	<b>6</b>	Clarify the contribution of paediatric advice for EHCPs	Anne Hardman, Maria Hall	28/1/18	Update at the 28 <sup>th</sup> January Board
A Focus On: Identifying and Meeting Need	<b>7</b>	Ensure appropriate partner engagement with Public Health Nursing contract	Anne Hardman, Hilary Fordham	28/1/18	Update at the 28 <sup>th</sup> January Board
A Focus On: Identifying and Meeting Need	<b>8</b>	Board members to nominate auditors from service area	Veronica Mellor	12/12/18	Email request sent 5/12/18 to Board members to secure nominees
A Focus On: Identifying and Meeting Need	<b>9</b>	Finalise SEND and publish Partnership Quality Assurance Framework	Veronica Mellor	5/12/19	Complete
SEND data review	<b>10</b>	Circulate presentation with presenter contact details	Helen Makinson	19/12/18	Complete. Sent with Board Notes