

Lancashire SEND Partnership Board Meeting

28th January 2019, 10.30am – 12.30pm

The Jack McLaughlin Centre, Corpus Christi High School, Preston

Attendees, Board members:

Edwina Grant OBE, Executive Director of Education and Children's Services, Lancashire County Council (Chair)

Julie Higgins, Joint Chief Officer with responsibility for SEND, BwD and East Lancs Clinical Commissioning Group (Vice Chair)

Nicola Askew, Acute Health Representative

Jo Bebbington, Parent, Carer

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

Tara Entwistle, Early Years Representative

Tricia Farey, Parent, Carer

Matthew Fisher, Young person from POWAR

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

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

Sam Jones, Chair of the Lancashire Parent, Carer Forum

Helen Lynch, Mental Health Representative

Robin Newton-Syms, The Lancashire Colleges

Kate Reddy, Parent Carer

Evie Smith, Young person from Lancashire Youth Council

Tina Wilkinson, Primary Heads in Lancashire

In attendance:

Julie Burneside, Lancashire Association Secondary Schools Head Teachers

Diane Booth, Lancashire SEND Senior Manager

Gareth Jenkins, SEND Partnership Communications and Engagement Lead

Helen Makinson, SEND Partnership Project Lead

Alison May, Commissioning Support Manager, Children and Maternity, Morecambe Bay CCG

Lorraine Moody, Team leader, Barnardo's

Sian Rees, SEND Improvement Partner

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

Clare Platt, Head of Service Health, Equity, Welfare and Partnerships, Lancashire County Council

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

Apologies:

Sally Allen, Acting Director of Children's Social Care, 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

David Graham, Head of Service SEND, Lancashire County Council

Sakthi Karunanithi, Director of Public Health and Wellbeing

Full notes of the meeting:

1. Introductions, welcome new members, apologies

Edwina Grant welcomed Board members to the SEND Partnership Board and at her invitation new members introduced themselves. Doctor Julie Higgins, CCG Joint Chief Officer with responsibility for SEND has joined as the new vice Chair of the Board and Nicola Askew as the Acute Health representative. The intent to work together closely and the importance of celebrating good practice was noted. Apologies were recorded. Edwina Grant requested Sally Allen, Acting Director of Children's Social Care be removed from the membership as this service area is represented by herself.

Action 1- Update TOR membership for review and discussion at April Board meeting

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

The notes of the meeting were agreed as an accurate record with no amendments requested. The actions from the previous meeting were noted as complete, with updates provided on the following outstanding actions:

Short Breaks – Sally Richardson informed the Board that the Short Breaks consultation paper has been drafted and the consultation will commence week beginning the 28th January 2019. This is an opportunity for parents, carers who are users of the service to feedback on the proposed changes.

Action 2- Circulate Short Breaks consultation link to Board members

Tricia Farey outlined her concerns that the budget will be finalised before the consultation is complete and that consequently a number of parents felt their views would not be taken into

consideration. Edwina Grant noted the concern and agreed to look into this further, requesting Tricia Farey forward the relevant email.

Action 3- Forward Short Break consultation email to Edwina Grant

Action 4- Explore the short breaks consultation process and associated timelines

Edwina Grant queried how parents will hear about the consultation. Gareth Jenkins confirmed that information is being sent through the Schools Portal, the FIND newsletter, Local Offer website, the Local Offer Facebook page, via parent, carer groups and the POWAR network.

Tricia Farey noted the timelines for the Children and Family Wellbeing service consultation result in the same issue. Clare Platt agreed to clarify this post meeting.

Action 5- Clarify Children and Family Wellbeing consultation process and associated timelines

Health Advice EHCPs– Anne Hardman outlined that a meeting is being held following the Board to finalise the contribution of paediatrician advice for EHCPs. The DCO service is currently working to establish consistency and improve this process. Hilary Fordham requested that the agreed process be written up and shared through the Health Provider Forum. Fiona Grieveson noted that there are a number of outstanding cases where advice has not been received and Anne Hardman advised these be shared with the local DCO for all new cases.

Action 6- Draft Health Advice Process and share with Health Provider Forum

Jo Bebbington noted that young people transitioning to adult services struggle to obtain health advice once they are no longer under a paediatrician. Anne Hardman stated that the DCO service is aware of this issue and it is a priority within the draft improvement plan. Edwina Grant requested transition be discussed at a future Board meeting.

Action 7- Transition area of focus for future meeting

Public Health Nursing Contract – Clare Platt confirmed that Virgin Care has been appointed to deliver the 0-19 Public Health Nursing Service. The service delivery will commence 1st April. Helen Lynch raised concerns regarding information access once the new system is in place. Anne Hardman advised that the DCOs will require read only access and confirmed that data sharing has been raised with Virgin Care at the CYP Commissioners network. Edwina Grant requested clarification and reassurance on the data sharing agreements be provided to the next Board meeting.

Action 8- Clarify data sharing agreements with Virgin Care

Auditor Training programme- Sian Rees updated the Board on progress with the roll out of the audit programme. A new EHCP Auditor post has been advertised and interviews will take place on the 31st January. The audit programme will focus on all new plans with a themed audit on year 9 reviews.

The EHCP Quality Framework, agreed by the Board, involves multi-agency auditors. The presentation at the last Board set out the anticipated programme and commitment from auditors. On reflection Board members expressed concern about the proposed time requirements. It was agreed that the Board is committed to the principle of multi-agency auditing and feel that this is a significant factor in improving the quality of EHCPs. In this context the current schedule and commitment will be reviewed. Upcoming audit training dates will be circulated to the Board.

Action 9- Review multi-agency audit programme and circulate training dates

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 18th December 2018.

The SEND Partnership produces a report covering key actions delivered during the period, evidence of impact, planned next steps and a progress assessment for each, which is discussed and agreed with DfE and NHSE.

The overall assessment, on the progress the Lancashire SEND Partnership is making, is now considered to be Green/Amber concurring with our own view. Based upon progress to date and upon review of the draft Improvement Plan, further monitoring will be undertaken in July 2019 prior to a re-inspection which is anticipated to be in the autumn 2019.

The current delivery arrangements for implementation via the Working Groups will be reviewed and realigned to the Improvement Plan.

Action 10- Update working group members regarding proposed delivery structure changes

Edwina Grant advised that alongside addressing the Ofsted letter recommendations, the Improvement Plan should also include broader improvement activity.

Action 11- Ensure broader improvement activity is included within the Improvement Plan

Health and Wellbeing Board Report

Sian Rees informed the Board that an update report on SEND Partnership activity will be presented to the HWBB on the 29th January 2019. This report sets out progress in line with the DfE NHSE monitoring report. It was noted that the HWBB is keen to be kept up to date with progress and has requested updates to all Board meetings.

Edwina Grant queried the involvement of the Education sector (section 2.2) with a view to engaging more schools in partnership activity. Tina Wilkinson noted that as an Education representative on the Board she would be happy to contact schools as advised.

Action 12- Provide Board Education representatives with data on school engagement

Standards for care of children and young people with profound and multiple learning difficulties (PMLD)

Sian Rees referred to the Standards published in 2017 as shared with her by a parent, which had been circulated to Board Members and service commissioners. Tricia Farey noted that parents of children and young people with PMLD often feel their voices aren't heard and that the level of provision isn't sufficient. Fiona Grieveson did not consider this to be a reality for those children and young people in Special Schools.

Action 13- Include action to assess service provision against the PMLD Standards within Improvement Plan

Further to this item the Board discussed the effectiveness of communication channels with schools and how these could be improved. It was agreed that Edwina Grant and Steve Belbin would look into the usage of the schools' portal.

Action 14- Review usage of schools' portal

Edwina Grant queried the representation on the Parent, Carer Forum. Sam Jones acknowledged that the forum isn't yet broadly represented either by geography or additional needs. The forum is working to improve more comprehensive geographical representation than is currently the case and representation for a broader range of special educational needs. The PCF will be delivering engagement events in April and May, offering training courses and webinars and reviewing good practice from other councils. Through all of these routes the aim is to become more representative and inclusive.

4. Young People's Perspective: Our Story

Gareth Jenkins introduced a short film of young people with SEND sharing their experiences; the challenges they have faced, their aspirations for the future and their message to the Board.

Edwina Grant commented that the film included some powerful messages and thanked Matthew Fisher and Evie Smith for their input. Matthew Fisher commented on the importance of keeping children and young people at the heart of delivery.

The Board noted that they would like to hear the voices of children with social, emotional, mental health needs and also younger children's voices.

Action 15- Identify routes to engage a broader representation of children and young people by age and additional need

Edwina Grant suggested some sections of the video could be included within staff induction material and requested that permissions on the video be checked.

Action 16- Review video permissions for wider use

5. Joint Strategic Needs

Sally Richardson presented a summary of the Lancashire SEND Joint Strategic Needs Analysis. This document looks at the current and future education, health and care needs of Lancashire's with a focus on SEND to inform and guide the planning and commissioning of education, health and care services within the local authority area. Presentation attached.

Due to time restraints within the meeting it was agreed that a link for Board members to feedback comments or queries on the JSNA would be circulated following the meeting.

Action 17- Circulate JSNA feedback link to Board members

The Chair reordered the agenda.

6. Parent, Carer Forum

Sam Jones presented an update on progress in developing the Lancashire Parent Carer Forum. For the past year Contact (national charity supporting parent, carer forums) has been working with parents to set up a forum for Lancashire. The newly established forum is part of a national scheme which follows agreed structures and terms of reference. The vision for the Parent Carer Forum in Lancashire is 'empowering families of children and young people with additional needs'; 'championing equality, fairness and support for all'. Full presentation attached.

Sam Jones noted that representation of the forum will be further developed; the forum is in its early stages and this is a clear aspiration for the future.

Action 18- Pilot right first-time communications approach

7. Children Looked After Process Mapping

Hilary Fordham introduced the item by outlining that the SEND inspection had identified inconsistencies in relation to health assessments for children and young people Looked After with SEND. A mapping exercise has been undertaken and following the presentation the Board will be requested to agree these recommendations are passed to the relevant groups to take forward.

Alison May presented the findings of the mapping work. Presentation attached.

Edwina Grant thanked Alison May for the presentation and noted the Board's support to pass the recommendations to the Looked After Children Health Assessments project group and the Integrated Care System Board.

Action 19- CLA Mapping recommendation to be passed to the relevant working groups

8. DRAFT SEND Improvement Plan

Sian Rees gave an update on the development of the draft SEND Improvement Plan. It is a DfE/NHSE requirement that the Written Statement of Action is replaced by a longer term improvement plan. This plan has been developed to ensure the delivery of the SEND vision and strategy, as agreed by the Board in November 18.

The draft plan includes actions from the Written Statement of Action that are not yet completed and also issues arising from the Ofsted inspection which had not been addressed through the Written Statement of Action. The plan has been discussed with some working groups and services and includes recommendations from the JSNA and POET surveys. Wider consultation is planned for February 2019. Due to time constraints within the meeting it was agreed for the planned exercise to be undertaken outside of the meeting. A structured template designed to capture feedback on the improvement plan will be circulated following the meeting and Board members were requested to feedback themselves and share the plan within their networks, sending feedback to the SENDPartnership@lancashire.gov.uk.

Action 20- Circulate draft Improvement Plan and feedback form to Board members for action

9. Forward Planner and Close

The Board Forward Planner was shared, outlining the draft agenda for the next Board meeting. Edwina Grant detailed the additional agenda items to be included; Budget Profile and Engagement.

Edwina Grant noted the historic issues regarding the Parent, Carer Forum, requesting Board members now all work together to move forward positively. She also requested that a track challenge log be reviewed at the end of all meetings.

Action 21- Produce track challenge log

Edwina Grant thanked the Board for their attendance.

It was agreed that future meetings will be held at The Jack McLaughlin Centre and calendar invites will be updated accordingly.

Dates and times of future meetings

Future meeting dates and times confirmed below:

- 1/4/19 2-4pm, The Jack McLaughlin Centre, Corpus Christi Catholic High School, St. Vincent's Road, Fulwood, Preston, PR2 8QY
- 3/6/19 2-4pm, The Jack McLaughlin Centre, Corpus Christi Catholic High School, St. Vincent's Road, Fulwood, Preston, PR2 8QY

Action Summary

Agenda Item	Actions from meeting		Who	When	Progress
Introductions, welcome new members, apologies	1	Update TOR membership for discussion at April Board meeting	Helen Makinson	1/4/19	Complete
Notes from the meeting 26 November and progress on action	2	Circulate Short Breaks consultation link to Board members	Helen Makinson	28/1/19	Complete, email sent 28/1/19
Notes from the meeting 26 November and progress on action	3	Forward Short Break consultation emails to Edwina Grant	Tricia Farey	28/1/19	Complete, email forwarded 28/1/19
Notes from the meeting 26 November and progress on action	4	Explore the short breaks consultation process and associated timelines	Edwina Grant	1/4/19	Update at the 1st April Board
Notes from the meeting 26 November and progress on action	5	Clarify Children and Family Wellbeing consultation process and associated timelines	Clare Platt	30/1/19	Complete – There is no current consultation open that relate to this service; any future consultations will be circulated
Notes from the meeting 26 November and progress on action	6	Draft Health Advice Process and share with Health Provider Forum	Anne Hardman	28/2/19	In progress, information and processes shared with January Health Provider Forum
Notes from the meeting 26 November and progress on action	7	Transition to be area of focus for future meeting	Helen Makinson	1/4/19	Complete- Added to Forward Planner

Notes from the meeting 26 November and progress on action	8	Clarify data sharing agreements with Virgin Care	Clare Platt	1/4/19	Update at the 1st April Board
Notes from the meeting 26 November and progress on action	9	Review multi-agency audit programme and circulate training dates	Sian Rees/ Helen Makinson	8/2/19	Training dates re-circulated – contact made with key contributors Process and approach under review
Business Items	10	Update working group members regarding proposed delivery structure changes	Sian Rees/ Helen Makinson	8/2/19	In progress - email drafted
Business Items	11	Ensure broader improvement activity is included within the Improvement Plan	Sian Rees/ Helen Makinson	25 /2/19	Plan review commenced
Business Items	12	Provide Board Education representatives with data on school engagement	Gareth Jenkins/ Helen Makinson	15/2/19	In progress
Business Items	13	Include action around PMLD Standards within Improvement Plan	Sian Rees/ Helen Makinson	25/1/19	Added to draft plan
Business Items	14	Review usage of schools' portal	Edwina Grant/ Steve Belbin	1/4/19	Update at the 1st April Board
Young People's Perspective	15	Identify routes to engage a broader representation of children and young people by age and additional need	Gavin Redhead/ Gareth Jenkins	1/4/19	In Progress – update at 1 st April Board
Young People's Perspective	16	Review video permissions for wider use	Gareth Jenkins	13/2/18	Consent form signed. Video volunteers to be consulted about wider use.
Joint Strategic Needs Analysis	17	Circulate JSNA feedback link to Board members	Helen Makinson	28/1/19	Complete, email sent 28/1/19
Parent, Carer Forum	18	Pilot right first-time communications approach	Sam Jones/ Gareth Jenkins	1/4/19	Proposals to be updated on at 1 st April Board

CLA Process Mapping	19	CLA Mapping recommendation to be passed to the relevant working groups	Hilary Fordham	1/4/19	Update at the 1st April Board
DRAFT SEND Improvement Plan 2019-2020	20	Circulate draft Improvement Plan and feedback form to Board members for action	Helen Makinson	28/1/19	Complete, email sent 28/1/19
Forward Planner and Close	21	Produce track challenge log	Helen Makinson	1/4/19	Produce and review at 1 st April Board