

## **DRAFT**

# **Lancashire SEND Partnership Board Meeting**

**3<sup>rd</sup> June 2019, 2.00 – 4.00pm**

**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)

Jo Bebbington, Parent, Carer

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

Tricia Farey, Parent, Carer

Matthew Fisher, Young person from POWAR

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

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

Anne Hardman, Designated Clinical Officer, South Area

Michelle Howard, Executive Director, The Lancashire Colleges

Sam Jones, Chair of the Lancashire Parent, Carer Forum

Sakthi Karunanithi, Director of Public Health and Wellbeing

Helen Lynch, Mental Health Representative

Sally Richardson, Head of Inclusion Service, Lancashire County Council

Evie Smith, Young person from Lancashire Youth Council

Tina Wilkinson, Primary Heads in Lancashire

### **In attendance:**

Karen Alty, Lancashire Special Schools Head Teachers Association

Diane Booth, Lancashire SEND Senior Manager

Deborah Gent, Policy, Information and Commissioning Senior Manager, Lancashire County Council

Gareth Jenkins, SEND Partnership Communications and Engagement Lead

Helen Makinson, SEND Partnership Project Lead

Lorraine Moody, Team leader, Barnardo's

Ollie Moores, Young person from POWAR

Laura Morris, Information Advisory Service Manager, Lancashire County Council

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

Dylan Williams, Team Manager, Barnardos

County Councillor Phillippa Williamson, Cabinet Member for Children, Young People and Schools

### **Apologies:**

Nicola Askew, Acute Health Representative

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

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

Tara Entwistle, Early Years Representative

Dr Maria Hall, Community Health Representative

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

Fiona Grieveson, Lancashire Special Schools Head Teachers Association

Kate Reddy, Parent Carer

Sian Rees, SEND Improvement Partner

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

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

Edwina Grant welcomed members to the SEND Partnership Board and at her invitation attendees introduced themselves. A number of apologies had been received and are to be included within the notes (see above).

#### **a) Notes from the meeting 1 April**

#### **b) Track Challenge Log**

The actions from the previous meeting were shared with the Board papers. Helen Makinson updated that actions were mainly complete, or on the agenda. The only outstanding action related to the development of the Key Performance Indicators for the SEND Improvement Plan. Edwina Grant requested each Thematic Lead to review their own performance indicators for her consideration.

**Action 1- Thematic Leads to update performance indicators**

**Action 2- Review updated performance indicators**

#### **c) Primary Inclusion Hubs**

Sally Richardson presented a summary paper on the development of the Primary Inclusion Hubs. The paper covers background, intended outcomes, resources and governance structure. A District Strategic Group is in place in each district to agree the intended impact of plans, the specific activities to fund and to establish next steps. Initial meetings took place in April 2019. Jo Bebbington queried why the paper included 11 districts, and not 12 and it was suggested that Ribble Valley was included with Hyndburn. It was noted that

delivering activity within Lancashire's districts can be challenging due to geographical variations in size and need.

### **Action 3- Confirm district grouping arrangement**

#### **d) Other matters arising**

Tricia Farey outlined the feedback she had received from parents and carers regarding the Lancashire Break Time consultation. The results of the consultation were due to be discussed at the May Cabinet meeting however, no report was taken and no update was provided to explain this.

Tricia Farey explained the impact this proposal will have on families and expressed concern that this was not fully understood by partners. A statement has now been released, but this has raised more questions for families.

Sally Richardson apologised that an update hadn't been provided in advance of the Cabinet meeting. Consultation feedback received to date is being reviewed and consideration is being given to additional information that may be required. Further consultation is planned and once confirmed information will be available on the Local Offer website.

Sam Jones queried whether County Councillor Hennessy's request for a full impact assessment through providers had been noted and if it would be carried out. Sally Richardson confirmed this had been noted and was being considered.

Edwina Grant noted the challenges presented by the consultation and in particular the extension to the consultation period. She apologised for the delay this was causing, however explained that it is essential to ensure councillors are fully informed about the potential impact of the proposals when they consider their decision.

Edwina Grant confirmed that an update will be provided as soon as possible to ensure parent, carers and all partners are informed and clear about the process.

### **Action 4- Publish Lancashire Break Time update statement**

## **2. Partnership Progress**

### **a) Partnership Self-Assessment**

Diane Booth updated on the development of the partnership self-assessment which is a requirement for the SEND inspection revisit. The revisit is expected by 25<sup>th</sup> October 2019 to review progress on the 12 significant weaknesses identified during the November 2017 inspection. The draft self-assessment includes Lancashire context and evidence of key changes achieved. Board members were requested to review this draft and feedback any additional suggestion by 17<sup>th</sup> June 2019.

Edwina Grant noted the importance of ensuring a clear message for parents and carers that the focus of the revisit is on the 12 areas of weakness previously identified, not a full re inspection. Calderdale's Joint Local Area SEND inspection report has recently been published and Edwina Grant requested this also be circulated to Board members as an example of a positive inspection report.

### **Action 5 – Circulate self-assessment feedback template and Calderdale inspection report**

## **b) SEND Partnership Improvement Plan Progress**

A Board report detailing actions completed, actions delayed and actions yet to commence was discussed. Edwina Grant requested each of the four thematic leads provide an overview of their activity.

Sally Richardson updated on the Meeting Need thematic group, noting that this is currently focusing on quality improvements to Education, Health and Care Plans.

Edwina Grant requested an update on action 1.7.1 concerning children looked after and care leavers with SEND. Sally Richardson outlined plans to improve advice and link services more effectively. The aim is to ensure all children with a Social Worker receive Social Care advice to support their Education Health Care Plan. Charlotte Hammond queried how adult Social Workers link into this process and it was agreed that a meeting to address this should take place.

### **Action 6 –Review Adult Social Care input into Education Health and Care Plans**

Anne Hardman noted that to date the DCO service hasn't had capacity to check if health advice has been received for all plans, however the service is now fully staffed and will undertake this work.

Sam Jones updated on the Equal Partners thematic group. There has been a delay in the development of the Local Offer website and a new timetable for delivery will be published in June. The SEND Partnership Team are working with the Lancashire Parent Carer Forum to import updated Local Offer content onto their website to ensure useful information is readily accessible to parents and carers.

The Parent, Carer Forum has held a course titled 'Participation for Life' which was attended by parents and professionals. This was reported to have been very well received and has helped build relationships. Sam Jones requested funding to deliver this course again across all three areas. Edwina Grant agreed in principle to supporting these events and requested Sam Jones contact the appropriate partners to progress.

### **Action 7 –Identify funding options for Participation for Life course**

Hilary Fordham updated on the Accessible Services thematic group by firstly noting that the action group is working well together. Dave Carr updated on specific work on Speech and Language Therapy and Occupational Therapy. A single service specification for speech and language has been agreed by all CCGs. SLT and OT Services are delivered by different providers across the Lancashire footprint, Lancashire Care Foundation Trust, Blackpool Teaching Hospitals Trust and University Hospitals Morecambe Bay Trust. The specification was developed with Blackpool Teaching Hospitals Trust and further engagement has been necessary with other providers to ensure that the new specification can be delivered in the context of the current variation in provider's delivery models and to assess impact. The County Council's Policy, Information and Commissioning Team are now progressing this work across the system. Hilary Fordham confirmed that, at this point, University Hospitals Morecambe Bay Trust deliver only on the Lancashire, and not Cumbria, footprint.

In the absence of the thematic lead for Achieving Success Helen Makinson updated on this thematic group. Action 4.2.1 to review the current approach and operation of alternative provision in both primary and secondary was noted as a complete action, however this was queried as no collated findings have been shared and an update on this review was requested at the next Board meeting.

### **Action 8 – Alternative provision review findings to be shared at September Board**

Charlotte Hammond updated on action 4.4.1 confirming that a strategy for a more sustainable model of independent living for young people was in place but noted the importance of clarifying that this is a whole of life policy.

The Preparing for Adulthood action group had not yet met and the Board heard feedback that parents who had expressed an interest in this area of work were concerned. The lead for this area has proposed holding a number of workshops for parents and professionals and it was requested that this work be progressed as a priority.

### **Action 9 - Hold Preparing for Adulthood workshops**

Edwina Grant requested that future Improvement Plan Board reports be structured by thematic area and for each thematic lead to provide an overview of completed and delayed activity.

### **Action 10 – Amend Improvement Plan Board Report structure**

#### **c) Priorities for discussion**

##### **i) Improving Education Health Care Plans**

Anne Hardman presented on the work the Designated Clinical Officers (DCO) service is undertaking to improve health advice for EHCPs. Initial training on quality advice has been delivered and a guide on writing good health advice is being finalised. This guidance will be sent out with all health advice requests along with the DCO contact details for any queries. A paper detailing the DCO audit findings was included within the board papers; in summary 82% of health advice was received were checked, of these 37% were challenged and all were discussed with authors and amendments received, 78% of advice request were returned to the DCO office on time. Anne Hardman confirmed that improvements are beginning to be seen with fewer requests being returned and quality improved, another audit will be undertaken in the next few months.

Sam Jones queried when the service expected all plans to be compliant and Anne Hardman confirmed January 2020 is the aim.

Sally Richardson outlined the work the Inclusion Service is undertaking to improve quality; this includes working with social care and health to support the plan and a planned programme for development within Inclusion teams. Sally Richardson also presented the EHCP Quality Audit Report for March, April 2019. It was noted that the audit outcomes appear less positive than the previous report and this is due to auditor confidence which is a positive step.

Edwina Grant queried how audit actions are being tracked and it was agreed a tracker should be developed to support this process, similar to the system used in Social Care.

### **Action 11 – Develop audit action tracker**

Sakthi Karunanithi questioned how well Virgin Care, as a new provider, is working with partners and supporting EHCPs. Board members were requested to provide feedback on what is working well and what isn't.

### **Action 12 – Feedback on Virgin Care contract delivery**

## ii) Transition

Hilary Fordham presented on the issue of Transition to the Board, which had been identified as an area of weakness by the SEND Inspection. Transition features in several places within the SEND Improvement Plan however there is no oversight of all activity. Hilary Fordham suggested it would be good to pull all this work together and requested views from Board members.

The Board discussed different areas that are challenging within transition, these included; issues with consistency, progression through different education settings, progression into adulthood, relationship between children's and adult services, silo working and health transitions.

Jo Bebbington noted that parent, carers feel fearful of their children becoming adults as patterns can't be replicated at age 18 and noted that transition should be focused on individual need and not be determined by set times.

It was noted that service capacity to undertake the planning work required often competes with operational requirements; Dave Carr agreed to consider with Charlotte Hammond how transition could best be managed to secure more rapid progress.

There was general consensus from the Board that the initial focus of transitions work should be preparation for adulthood across health, education and social care. A meeting to discuss transitions across these areas is due to take place on 17th June 2019.

### **Action 13 – Discuss and agree transition arrangements**

#### iii) Parent, carers' experience

Sam Jones presented three case studies of individual children and young people each with different issues, for which she confirmed that consent had been received from each of the parent carers. Although individual stories Sam Jones noted that the case studies were reflective of common difficulties parents. For each case study Board members were asked to consider how these issues could be resolved.

Following some discussion, it was suggested that it would be helpful to collate the challenges into themes and map these against the Improvement Plan and supporting action groups, i.e. into the transition and workforce development groups.

### **Action 14– Collate challenges and map against Improvement Plan**

It was suggested that Sam Jones work with the SEND Partnership team to progress individual cases through the most appropriate channels, i.e. the Local Area Partnerships.

### **Action 15- Ensure progression of individual cases**

Edwina Grant outlined that a lot of officer time is spent on historical issues which impacts on the time available for current day to day needs. It was noted that the number of children without current provision should be prioritised as this is a high-risk area of concern.

## 3. Children and young people - contribution to improvement

Matthew Fisher, Ollie Moores and Evie Smith from POWAR, the Barnardo's Children and Young People's Participation Group, presented on the areas of work they are currently involved with.

### **a) Current activity, priorities and plans**

Evie Smith explained that POWAR is formed of a group of young people across Lancashire aged between 8 and 25 years old who work together to influence decision makers at Lancashire County Council about life with SEND and/or a disability. All presenters talked through their highlights working with POWAR and the different areas they are involved with. Ollie Moores advised that POWAR is currently undertaking a survey to identify the top issues for children and young people with SEND. Following the outcomes POWAR will lead a campaign in Lancashire on the top issue.

### **b) Personal experiences**

A short film was shown in which young people from POWAR discussed their individual experiences of transition. The Board praised the young people for this film and suggested it be used to support the Improvement Plan transition work.

### **c) Questions for Board members**

Pre-prepared questions were asked of the Board, with a nominated Board member identified to start the discussion.

Questions 1 and 4 were grouped together

- 1. How can we get more volunteering opportunities and job placements within the local authority and externally?**
- 4. How would we go about getting a job within Lancashire County Council if you don't have 5 years' experience in the workplace?**

Dave Carr noted that there is a Volunteer Partnership with the Police and other partners, and some volunteering opportunities within library, traded services and supporting older people, however opportunities are limited.

An international programme called Project Search, which provides training and work place experience for young people with disabilities, is running in Lancashire, however the numbers of placements are low. Anne Hardman commented that Project Search is being promoted to Health services through the SEND champions.

The Board discussed how this could be improved. Edwina Grant suggested more could be done to promote employability opportunities within the council and County Councillor Williamson agreed to champion this to gain member support.

#### **Action 16 – Raise awareness of employability opportunities**

Charlotte Hammond noted that volunteering should translate into paid employment and that there is a Learning Disabilities Partnership Board which is challenging settings to develop paid employment opportunities. The importance of ensuring young people are aware of and able to access available opportunities was discussed and Charlotte Hammond and Gareth Jenkins were asked to progress this.

#### **Action 17 – Discuss process to engage young people with employment opportunities**

## **2. How can we influence how consultations happen even when they have already begun?**

It was confirmed that this question related to the CAMHS Mental Health Watch Redesign Project. Hilary Fordham clarified that there is an ongoing engagement process for this project with further opportunities for contribution. If there is a formal consultation in the future POWAR will have an important role in helping other young people to engage through surveys and/or attending meetings. Dave Carr noted that feedback from young people regarding the redesign work is really valuable and can be used to influence the consultation process.

## **3. We would like to do a campaign on the top issues for POWAR and LINX in the coming year, would you be prepared to support us with this?**

Edwina Grant confirmed that the Board will support this campaign and proposed working with County Councillor Phillippa Williamson to identify ways to do this.

### **Action 18– Agree ways to support the POWAR campaign**

Edwina Grant closed this item by thanking the young people for their presentation and asked them to consider how we can reach more young people in Lancashire.

### **Action 19– Consider engagement of wider cohort of young people in Lancashire**

Sam Jones was invited to raise any additional items that were outstanding from the earlier parent, carer presentation. Sam Jones updated on the successful training with parents, carers and professionals and how well all worked together. As a final point it was noted that the Parent, Carer Forum's Annual General Meeting will be taking place on the 13<sup>th</sup> June and the number of expected attendees is increasing.

## **4. Forward Planner and Close**

The Board Forward Planner was included within the papers, but not discussed. Edwina Grant thanked the Board for their attendance.

### **Dates and times of future meetings**

Future meeting dates and times confirmed below:

- 16/9/19 2.00-4.00pm
- 14/11/19 10.30-12.30pm
- 16/1/20 10.30-12.30pm

All meetings to be held at The Jack McLaughlin Centre, Corpus Christi Catholic High School, St. Vincent's Road, Fulwood, Preston, PR2 8QY



## Action Summary

Actions from meeting		Who	When	Progress
1	Thematic Leads to update performance indicators	Thematic Leads/ Helen Makinson	12/7/19	Email sent to leads 24/6/19 requesting review with offer to meet.
2	Review updated performance indicators	Edwina Grant	2/8/19	To be undertaken following thematic lead review.
3	Confirm district grouping arrangement	Sally Richardson	21/6/19	Schools are organised into 11 districts. Ribble Valley is split between District 6 (Preston) & District 11 (Hyndburn)
4	Publish Lancashire Break Time update statement	Sally Richardson	5/7/19	Update to be published week commencing 1/7/19
5	Circulate self-assessment feedback template and Calderdale inspection report	Helen Makinson	5/6/19	Complete, email sent to Board members
6	Review Adult Social Care contribution to Education Health and Care Plans	Sally Richardson/ Charlotte Hammond	30/6/19	Meeting arranged
7	Identify funding options for Participation for Life course	Sam Jones	19/7/19	Request made through SEND Partnership Team
8	Alternative provision review findings to be shared at September Board	Sian Rees	16/9/19	Update at September Board
9	Hold Preparing for Adulthood workshops	Helen Makinson	19/7/19	Conference call arranged for all preparing for adulthood leads to ensure coherence (see 13 below)
10	Amend Improvement Plan Board Report structure	Helen Makinson	16/9/19	Update at September Board
11	Develop audit action tracker	Sally Richardson	28/7/19	Using social care model

<b>12</b>	Feedback on Virgin Care contract delivery	All	24/7/19	Reminder to Board members with notes
<b>13</b>	Discuss and agree transition arrangements	Dave Carr/ Charlotte Hammond	28/6/19	Conference call arranged to agree next steps
<b>14</b>	Collate challenges and map against Improvement Plan	SEND Partnership Team	2/7/19	Themes to be collated with SENDIAS from broader range of parental concerns
<b>15</b>	Support progression of individual cases	SEND Partnership Team	2/7/19	To be progressed through Local Area Partnership meetings (LAPS)
<b>16</b>	Raise awareness of employability opportunities	County Councillor Williamson	19/7/19	To discuss with Council Members
<b>17</b>	Discuss process to engage young people with employment opportunities	Gareth Jenkins/ Charlotte Hammond	19/7/19	Meeting held 12 June 2019 and actions agreed
<b>18</b>	Agree ways to support the POWAR campaign	Edwina Grant/ County Councillor Williamson	19/7/19	Await outcome of campaign priorities
<b>19</b>	Consider engagement of wider cohort of young people in Lancashire	Evie Smith/ Matthew Fisher with support from Barnardo's and Gavin Redhead	19/7/19	Discuss at Improvement Group and agree action