

## SEND East Local Area Partnership Meeting - Minutes

**DATE:** Tuesday 15th January 2019

**TIME:** 1 – 3.30pm

**ADDRESS:** Ridgewood Community High School  
Eastern Avenue, Burnley, BB10 2AT

**Chair:** Carole Kay

**Present:** Ian Carden, Phil Shatliff, Stephen Martin

**Minutes:** Helen Barford

Agenda Item	Topic	Lead
1.	<p><b>Apologies Received from:</b></p> <p>Kathy Ashworth</p>	<b>Chair</b>
2.	<p><b>Previous Minutes and Matters Arising</b></p> <p>This is the first meeting</p>	<b>Chair</b>
3.	<p><b>Actions from previous minutes:</b></p> <p>NA</p>	
4.	<p><b>Purpose of Meeting/ Terms of Reference</b></p> <p>Discussion of the purpose of these meetings: Monthly, multi-agency meetings to discuss, action and plan on local matters. The “voice” of the East which will feed into the SEND Partnership Board.</p> <p>Carole Kay provided a brief explanation of the Designated Clinical Officer role, a new service which has been commissioned.</p> <p>Terms of Reference agreed.</p> <p>The group has also been asked to moderate EHC plans for quality assurance. This would occur before/after the meeting and involve a time commitment of 1 day a month. Carole to take back to SEND Partnership Board for further clarification.</p>	<b>CK</b>

4.	<p><b>Membership and attendance</b></p> <p>A representative from Social Care is still needed. Helen to follow up Parent Carer Forum rep.</p> <p>It was agreed that a representative for mainstream primary and secondary schools should be invited. Ian will make these invitations through his contacts.</p> <p>Ian suggested including school council reps and parent group reps, and will take back. To facilitate the attendance of these reps it was agreed that future meetings would be rotated around different schools in the East. Ian to raise at meeting on 8<sup>th</sup> Feb.</p>	<p><b>HB</b></p> <p><b>IC</b></p> <p><b>IC</b></p>
5.	<p><b>Challenges</b></p> <p>The commissioning of health services from different providers provides unique challenges in the East.</p> <p>Main aim should be to establish this group and then look at what local issues can be addressed.</p> <p>Committed involvement from social care.</p>	
12.	<p><b>Any Other Business:</b></p> <p>Phil to provide Carole with examples of EHCs that aren't legally compliant.</p>	<p><b>PS</b></p>
13.	<p><b>Next Meeting:</b></p> <p>Tuesday 12<sup>th</sup> February 2019 1-3pm Ridgewood Community High School Eastern Avenue, Burnley, BB10 2AT</p>	