

Lancashire SEND Partnership Board Meeting

14th November 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)
Jo Bebbington, Parent, Carer
Lynne Blomley, Lancashire Association Secondary Schools Head Teachers
Dave Carr, Head of Service 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
Michelle Howard, Executive Director, The Lancashire Colleges
Sakthi Karunanithi, Director of Public Health and Wellbeing
Sally Richardson, Head of Inclusion Service, Lancashire County Council
Evie Smith, Young person from Lancashire Youth Council
Tina Wilkinson, Primary Heads in Lancashire
Diane Booth, Lancashire SEND Senior Manager
Debbie Duffell, Head of Service Children and Family Wellbeing, Lancashire County Council
Tara Entwistle, Early Years Representative
Fiona Grieveson, Lancashire Special Schools Head Teachers Association
Sarah Callaghan, Director of Education and Skills for Lancashire County Council,
Dr Maria Hall, Community Health Representative

In attendance:

Sian Rees, SEND Improvement Partner
Gavin Redhead, Strategy Lead for Participation, Young People, Lancashire County Council
Mia Leyland, Team Manager, Barnardos
Shakoofeh Shah, Communications Officer, Lancashire SEND Partnership Team
Alastair May, Project Officer, Lancashire County Council

Apologies:

County Councillor Phillippa Williamson, Cabinet Member for Children, Young People and Schools
Helen Makinson, SEND Partnership Project Lead
Kate Reddy, Parent/Carer
Nicola Askew, Associate Director of Nursing & Therapies, Children and Young People, NHS
Sam Jones, Thematic Lead for Equal Partners group and Chair of Lancashire Parent Carer Forum

Full notes of the meeting:

1. Introductions, welcome new members, apologies

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

2. Update from 16th September 2019 meeting

a) Notes from the meeting 16 September

The Board agreed the notes of the last meeting as a correct record.

b) Progress on action Notes

The actions from the last meeting, with updated progress, were included within the Board papers. All actions were complete or to be considered as part of the agenda.

Terms of Reference for SEND Operations Group

Sian Rees presented the Terms of Reference which included Purpose, Role, Decision Making and Delegation and the Membership. The group has met once with a focus on accelerating progress in areas of delay. The Terms of Reference were agreed by the Board.

Preparing for Adulthood Steering Group - update

Sarah Callaghan gave an overview of the purpose and role of the steering group; the aim being to bring together different strands of work across health, education and social care in order to implement the requirements of the SEND Reforms. Edwina Grant stressed the importance of this collaborative work to ensure improved experience for young people and families.

Action 1 – Amend Terms of Reference to reflect the Steering Group oversight of the other working groups also contributing to the PfA work.

3. SEND Inspection Revisit

Edwina Grant advised that the Inspection Revisit had not yet taken place despite the guidance stating that this would take place before the end of October 2019. Sian Rees confirmed that all relevant documentation would be updated on a monthly basis.

4. Developing SEND Provision

Sarah Callaghan presented the Developing SEND Provision paper. The Council's Cabinet report of 8th August 2019 set out the current context of need, placements, numbers and considerations, shared the principles agreed as part of the SEND Partnership Strategy 2019-2021 and presented a framework for developing a needs led, cost effective approach.

The SEND Sufficiency Strategy will be presented to Cabinet in January 2020 and is being developed in the context of the principles and agreed framework with the aim of meeting demand and addressing priority areas.

Recently £3.5m has been made available from DfE Capital Fund for Local Authorities to improve SEND provision. In Lancashire the intention is to use this to expand existing provision, make better use of existing space and adapt buildings. The proposal is to add an additional 88 places in the South of the County and 60 places in East of the County.

Tina Wilkinson expressed concern about consulting primary school Heads at short notice when the proposals focus on secondary provision. Sarah Callaghan explained that whilst the proposals reflected need in the secondary sector, the contribution from primary colleagues was greatly appreciated and would be particularly valuable going forward.

Fiona Grieveson reiterated the willingness of special school colleagues to be involved in securing sufficiency across the county and contribute to the broader strategy development/implementation.

Hilary Fordham welcomed the information shared and the opportunity to be included in the development work so that health provision can be aligned.

Action 2 - A communication update on Developing SEND Provision to be sent to schools in January 2020.

5. Local Offer

Sian Rees presented an update on the development of the Local Offer. The updated site was 'soft launched' on the 10th October 2019 and full launch is planned for 13th January 2020. To date approximately 60% of the content has been revised/replaced and the new look and feel with improved accessibility is live for revised content. The inclusion of a directory is being developed and will be implemented in phase two of the upgrade.

The name of the site was raised, and it was confirmed that an alternative name had been proposed as part of the consultation but rejected by parents who felt this would be confusing for parents. After consulting the Board, it was agreed that the site remain as the Lancashire Local Offer.

Action 3 - A communication update confirming the 'Go Live' date to be circulated to the Board ahead of the promotion in January 2020.

6. External Audit of Transition Plans

Cordis Bright had been commissioned to complete an external audit of a sample of Transition Plans. The overall findings were that the plans sampled are of a standard that 'Requires Improvement' with some elements achieving a 'Good' standard.

The key themes identified as a result of the Audit of 40 Transition Plans are: continuing to improve the Quality of Plans, developing a Multi-Agency approach and securing an effective Review and Planning process. A more detailed discussion at the SEND Operations Group will take place on the 20th November, with the aim of agreeing any additional action to address these themes. A report will be presented at the SEND Partnership Board meeting in January 2020.

Hilary Fordham commented that the audit had provided a clear assessment of where we are now and the areas we need to focus on.

Tricia Farey queried if timescales for Reviews are being met. Sally Richardson confirmed that they are.

Edwina Grant commented on the shared approach to improving the quality of plans and in particular capturing the child's voice. Fiona Grieveson commented on the challenges of capturing the voice of the child in the Plans.

Action 4 – Progress report presented at January 2020 SEND Partnership Board.

7. Partnership Progress

Sian Rees presented an update on the progress on the implementation of the SEND Improvement Plan and Accelerated Plans. Overall 87% of actions are completed, on track or in train. A comparative update was requested for consideration at the January Board along with information about performance indicators. The Board welcomed this style of report.

Each theme lead responded to questions from Board members.

Sally Richardson confirmed that the delay to the Personal Budget Review is being addressed and this work is in train.

Hilary Fordham confirmed that all actions are on track and that any rated as amber are being progressed.

Sarah Callaghan advised that the two task groups had been brought together to secure a more holistic and coordinated approach to achieving success. Work was taking place to review the role of the school advisory service with a focus on challenging outcomes including for those with SEND.

Action 5 – Developing SEND Provision and the SEND Sufficiency Strategy to be added to agenda for the College Principals meeting in January 2020.

Action 6 – SEND Partnership Exception Report to include comparator data for implementation and progress on meeting KPIs.

8. Business Items

a) SEND Partnership EHCP Audit Report

Sally Richardson presented the Education, Health and care Plans (EHCP) Quality Framework Audit Report – November 2019. The report highlighted that of the plans audited; 1 new plan reached a 'Good' standard, 17 'Requires Improvement' and 1 'Inadequate.' The standard for Plans being reviewed plans was 'Requires Improvement'. It was agreed that it would be useful for Managers and Teachers to audit each other's plans.

Fiona Grieveson commented that the audit process required a significant time commitment and requested all auditors receive feedback on their audit and an update on any changes for the child/young person. Training for all SENDCo's was also felt to be an essential offer. Sally Richardson advised the Board that more auditors were required and would be particularly welcome from different agencies.

Action 7 – A new request for auditors to be circulated to all agencies on behalf of the Board and Audit Training dates to be circulated with a tailored offer considered for SENDCo's

Action 8 – A review of feedback mechanisms to auditors to be undertaken.

b) Governance Audit

Edwina Grant summarised the SEND Partnership Improvement Plan: Project Management Internal Audit Report. The findings of the audit are very positive highlighting the adequacy and effectiveness of the arrangements in place to manage and implement the SEND Partnership Improvement Plan.

Hilary Fordham commented that the Governance arrangements are much stronger since the inspection.

Action 9 – Edwina Grant to write to CCG chief Executives to share the findings of the report.

c) Joint Strategic Needs Analysis – final report

Dave Carr presented the Special Educational Needs and Disabilities in Lancashire – Joint Strategic Needs Assessment. Partners worked together to more accurately consider the needs of the SEND population, identify gaps in service provision and support. The importance of using this data in our strategic, operational and development work is now key.

Sakthi Karunanithi advised that the Health and Wellbeing Board sponsored this report and the data can be used by different groups including the SEND Partnership Board. Sarah Callaghan confirmed that the data should also be used to inform other strategies, e.g. Early Help and an approach to reducing exclusions. Fiona Grieveson advised that Special Schools were working with Inclusion Hubs to focus on the needs of those with SEND.

Edwina Grant asked if this data could be considered in more detail in relation to the correlation between deprivation and SEND and Sarah Callaghan advised that a new model for her service to align with the Integrated Care Partnership footprint.

Action 10 – Linking the JSNA and SEND Commissioning plan to be discussed at the January meeting.

Action 11 – A discussion on deprivation and the correlation with children and young people with SEND to take place at the January meeting.

9. Confidentially

Edwina Grant asked Board members if any of the information discussed at the meeting needed to remain confidential. There were no items of confidentiality.

10. Forward Plan and Close

The Board Forward Planner was included within the papers. Edwina Grant thanked the Board for their attendance and in addition to the items agreed above for the next meeting additional discussion items were proposed: Presentation on Hate Crime (POWAR); Sharing the Data Dashboard; Strategy for Achievement; Lancashire Breaktime model.

Dates and times of future meetings

Next meeting date and times confirmed below:

- o **16 January 2020 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

Agenda Item	Actions from meeting	Who	When	Progress
2b. Preparing for Adulthood Steering Group	1 Amend Terms of Reference to reflect the Steering Group oversight of the other working groups also contributing to the PfA work	Sian Rees	22/11/19	Completed
4. Developing SEND Provision	2 A communication update on Developing SEND Provision to be sent to schools in January 2020	Sarah Callaghan	31/01/20	
5. Local Offer	3 A communication update confirming the 'Go Live' date to be circulated to the Board ahead of the promotion in January 2020	Sian Rees	08/01/20	
6. External Audit of Transition Plans	4 Progress report to be presented at January 2020 SEND Partnership Board	Sally Richardson	16/01/20	
7. Partnership Progress	5 Developing SEND Provision and the SEND Sufficiency Strategy to be added to agenda for the College Principals meeting in January 2020	Michelle Howard	30/11/19	
7. Partnership Progress	6 SEND Partnership Exception Report to include comparator data for implementation and progress on meeting KPIs	Sian Rees	09/01/20	
8a. SEND Partnership EHCP Audit Report	7 A new request for auditors to be circulated to all agencies on behalf of the Board Audit Training dates to be circulated and a tailored offer considered for SENDCo's	Sally Richardson Jan Burrow	10/01/20 Jan/Feb 20	
8a. SEND Partnership EHCP Audit Report	8 A review of feedback mechanisms to auditors to be undertaken.	Jan Burrow	05/01/20	

8b. Governance Audit	9	Edwina Grant to write to CCG chief Executives to share the findings of the report	Edwina Grant	25/11/2020	Completed
8c. JSNA	10	Linking the JSNA and SEND Commissioning plan to be discussed at the January meeting	Dave Carr	16/01/2020	
8c. JSNA	11	A discussion on deprivation and the correlation with children and young people with SEND to take place at the January meeting	Sakthi Karunanithi	16/01/2020	