

Lancashire SEND Partnership Board Meeting

18 March 2021, 10.00am – 12.00pm

Online meeting

Board Members Present:

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

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

Sarah Callaghan, Director of Education and Skills, Lancashire County Council

Hilary Fordham, Chief Operating Officer for Morecambe Bay CCG and Senior Responsible Officer for SEND on behalf of the group of CCGs
Cllr Jayne Rear, County Councillor, Legal, Governance & Registrars

Lisa Taylor, Policy, Information and Commissioning Manager (Representing Dave Carr Head of Service)

Neil Willcocks, Service Manager (Learning Disability & Autism), Learning Disabilities, Autism and Mental Health

Dr Maria Hall, Community Health Representative

Anne Hardman, Designated Clinical Officer, South Area

Jennie Wynn, Service Manager and representing mental health

Lis Smith, Principal Preston's College representing the FE sector

Tina Wilkinson, Primary Heads in Lancashire

Fiona Grieveson, Lancashire Special Schools Head Teachers Association

Sam Jones, Chair of the Lancashire Parent Carer Forum

Gillian Rankin, Parent Carer Forum

Jo Bebbington, Parent Carer

Tricia Farey, Parent Carer

Matthew Fisher, Children and Young People SEND Board and POWAR

Evie Smith, Children and Young People SEND Board

In attendance:

Sarah Gorst, SEND Partnership Manager

Zoe Richards, Senior Programme Manager for SEND for Health

Malcolm Reeve, National Leader of Education and Chair of Programme Board for Whole School SEND

Apologies:

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

Sakthi Karunanithi, Director Public Health and Wellbeing, Public Health

Sally Richardson, Head of Inclusion Service, Lancashire County Council

Helen Lynch, Lancashire SEND Health Provider Forum Chair and SEND Champion

Tara Entwistle, Early Years Representative

Cllr Phillippa Williams, County Councillor, Legal, Governance & Registrars

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

1. Welcome and Apologies

Dr Julie Higgins, Chair, welcomed attendees to the meeting. Apologies were noted.

2. Standing Items

Minutes From 21 January 2021 Meeting

Minutes approved by the board as written.

Action Tracker

Action tracker received by all members. All actions from previous meeting noted as complete, being actioned or on the meeting agenda.

It was also fed back to the Board that a key theme highlighted across the partnership for the need to clarify the position of working groups that had not met for several months. The Board was advised that current working groups were focused upon the five areas of action related to the Accelerated Progress Plan (APP) and the former working groups would be reinstated appropriately in line with the SEND Plan 2021-2025.

It was agreed that this information will be communicated across the membership to ensure all partners were clear about the direction of work and their involvement.

ACTION: Sarah Callahan / Hilary Fordham to circulate a letter of thanks to all who have been involved across the working groups and provide an update and clear intent of work moving forward.

3. Improvement Progress

3.1 Terms of Reference and Governance Structure

Feedback has been gathered from across the partnership that will be used to inform the development of the Terms of Reference (ToR), Governance Structure and the SEND Plan.

Sarah Gorst updated partners and highlight the key themes including improving channels for communication and a clear distinction between the SEND Partnership Board and SEND Operational Group roles and function. The refreshed SEND Partnership Board Terms of Reference (ToR) is recognised as the first step towards making this differentiate clear. The next stage is to consider the Operational Group Terms of Reference (ToR).

The refreshed Terms of Reference (ToR) were presented to the Board. The first section covers the statement of intent. This has been updated to reflect the strategic role of the partnership and the commitment to inclusion and co-production. The second section includes three attachments: governance structure, membership and standing items. It has been written into the Terms of Reference (ToR) that the second section will be reviewed every two years.

This process has highlighted vacancies in the board membership and end of tenure for some existing members.

Dr Julie Higgins, Chair, thanked the following departing members for their tireless contribution and commitment to the board

Parent Carers

- Jo Bebbington
- Tricia Farey
- Kate Reddy

Health

- Helen Lynch who has a new role

Education

- Jane Galbraith
- Fiona Grieveson
- Lis Smith

SEND Partnership Board Terms of Reference (ToR) approved and agreed by the board.

ACTION: Operational Group to update membership.

The feedback gathered across the partnership is also being used in inform the development of the SEND Plan 2021-2025

Zoe Richards informed the board that following careful consideration, it is proposed that the next phase of improvement documentation is referred to as the SEND Plan 2021-2025, rather than the SEND Improvement Plan 2021-2025. The reason for this is the Plan will reflect all the work including, improvement, development, delivery, and monitoring.

Zoe Richards presented an overview of the process and timescales to create the SEND Plan 2021-2025 and the role of all partners in that process. All partners are to attend workshops to identify their specific organisations roles and internal improvement. The identification of strengths, barriers and gaps will result in a co-produced SEND Plan 2021-2025. The timescale indicates a first draft of the Plan to be presented at the Board meeting in May for review, with a final Plan to be presented to the Board in July for approval.

The Board discussed the benefit of this approach and the added opportunity to reflect on modes of communication and ways to improve. It was agreed that a

priority of this work will include reviewing the status of working groups that will be established and aligned to the SEND Plan 2021-2025. Board members also discussed the importance of education providers being actively involved and having a significant contribution across all working groups.

The proposed approach to hold workshops and co-develop the SEND Plan 2021-2025 approved by the board

ACTION: Sarah Gorst to create a guide to delivering workshops.

3.2 Report from the Children and Young People's Shadow Board

Evie Smith and Matthew Fisher delivered a presentation to the Board to introduce the newly established Children and Young Peoples Board.

Evie and Matthew outlined the purpose of the Board being an opportunity for children and young people to discuss the issues addressed within the Partnership Board from their perspective.

They advised that the CYP Board aimed to represent the voice of all children and young people, 0-25, with and without diagnosis, across Lancashire. The group will be able to create impact statements to show the narrative behind the data.

The Children and Young Peoples Board will meet monthly. The priority is to create systems and processes to reach as many voices as possible.

Presentation was warmly received by the Board and generated a great deal of conversation about the importance of the voice of children and young people being at the heart of everything that the board do.

All members of the Partnership Board noted the direct impact the Children and Young People SEND Board will have in directing and influencing the SEND agenda across Lancashire and have committed their support.

ACTION: Further Education representative to link with Children and Young Peoples Board to support with creative engagement.

ACTION: Parent Carer Forum to create strong links with Children and Young Peoples Board and provide support and guidance.

ACTION: Children and Young Peoples Board to follow up request from commissioning to engage with the group for consultation re short breaks.

3.3 Report from the Parent Carer Forum Steering group

Sam Jones, Chair of Lancashire Parent Carer Forum (LPCF) delivered a presentation to refresh and update the Board as to the background, role, and position of the Lancashire Parent Carer Forum (LPCF). The structure of the Forum was outlined and the different levels at which parents can become involved. The presentation provided examples of best practice, demonstrating the importance, power, and impact that true co-production can achieve.

The Lancashire Parent Carer Forum (LPCF) consistently seeks the voice and opinion of parent carers to generate partnership working, co-production and ensure the voice of the children, young people and their parent carers remain central.

During the presentation it was explained to the Board the priority of the Parent Carer Forum (PCF) is to grow its membership in order to support and hear the voices of all parent carers across Lancashire. Sam Jones made a direct ask of the Board to consider how they and those they represent could actively support the growth of the Forum. This was noted by all Board members who have committed to support the growth and development of the Parent Carer Forum through promotion across all networks.

ACTION: All Board Members to promote the Parent Carer Forum (PCF) and actively encourage parents to reach out for support and to be engaged.

3.4 Highlight Reports for Accelerated Progress Plan, including related data dashboards

Highlight Reports have been received by all Board members for consideration prior to the meeting.

Zoe Richards delivered a brief update on the progress of the work taking place through the Accelerated Progress Plan (APP) that was noted and supported by the Partnership.

A reminder was presented to the group to complete the leaders Quiz

'SEND is everyone's business' briefings are being delivered to health partners with positive feedback. It has been identified that there is a gap in consistent training delivered across the partnership. As a result, the offer to deliver adapted briefings has been extended to the wider partnership

Zoe Richards highlighted the progress of the Local Offer. The progress made on this area since the recruitment of Anna Burkinshaw, Local Offer Development Officer, has significantly progressed, greatly reducing the risk and resulting in actions being achievable by the expiration date of the APP

4. Key Topics (Specific topics related to the improvement plan and the SEND Code of Practice)

4.1 Developing ASD service as a whole-system - structured conversation

Hilary Fordham and Dr Maria Hall presented a paper to the Board.

Hilary Fordham opened the conversation explaining that there are known issues with regards to waiting lists and a need to discuss and understand the issues behind the waiting list. The purpose of the item is to engage in structured conversation focussing on the specific topic of support that can be accessed prior to diagnosis.

Dr Maria Hall presented the paper highlighting the importance of reframing the language used around waiting lists and diagnosis to be more realistic and reflective of need. It is important for all partners to understand and reflect on the impact and influence of language on families. The paper promotes the need for all services to shift to develop a 'needs led' approach, supporting families to understand and access the support available to them without a medical diagnosis.

Members were asked to reflect on the following questions,

- Which children or young people should be referred to the ASD pathway for an assessment?
- What other ways could needs be addressed that may be sufficient to reduce the concerns and improve their outcomes?
- What can we do as a partnership, as and when a need is identified, to support a child or young person (and their family) over a period of time to ensure that their specific needs are met as early as possible?
- How do we jointly manage the support conundrum, ensuring that the support is meaningful, accessible, and available at the time of need across education, health, and care?

There was much discussion around the role of schools and behaviour support. All members agree it is important to know what is available to identify behaviours but to also address needs as they arise. The Board discussed the role of special schools and the wealth of professional knowledge to support children with additional needs. It was recognised that this knowledge could be utilised to support the learning and development of staff across education settings to develop a consistent approach to meeting the needs of all children. Learning could come from the Learning Disability services to consider support options available prior to a referral.

ACTION: Zoe Richards and Hilary Fordham to meet with Special School Heads.

The role of Health Visitors was identified as crucial in the early years with health Visitors being in a position to detect the earliest signs. The 2017 inspection identified Specialist Health Visitors as a critical role to guide parents and having a positive effect on all subsequent services.

It was agreed across the partnership that there is a need to know and understanding the role of others to deliver a joined-up approach and ensure families receive timely and accurate information. Discussion highlighted Alternative Provision, which is access to education available for young people not doing well in school. This is part of the solution and learning as Alternative Provision is adapted to meet the needs of the young person.

It was agreed that there are strong opportunities to link early years, education, and further education.

ACTION: Sarah Callaghan to establish links with Preparing for Adulthood

Board members discussed the very different experiences accessing support throughout the child's journey and the need to revisit at different stages to monitor and review consistency. Training has been introduced for schools to help staff

understand and identify autistic spectrum conditions (ASC). This training is being reviewed with health to ensure it reflects the local offer and focus.

Children and Young Persons Board representative Evie Smith advised that a behaviour related to autistic spectrum condition (ASC) could be a trigger sign for another disability. Dr Maria Hall added that it can be very difficult to identify autistic spectrum condition (ASC) along with other disabilities and that needs are very individual. Hilary Fordham advised this was part of the reason to move towards a Neurodevelopmental (ND) Pathway that would result in a plan to support the child rather than a diagnosis.

The Board supports the direction of travel with regards to the work being undertaken with regards to autistic spectrum condition (ASC) and has committed to supporting this work as it develops.

4.2 Whole School SEND Data; Development of the Improvement Plan

Sarah Callaghan introduced Malcolm Reeve who was invited to present an overview of Whole School Send data in Lancashire. Malcolm is working with the Local Authority to develop solutions to enhance SEND related school improvement and workforce development. It is important to understanding the local context to improve SEND provision.

Malcolm presented a detailed presentation providing a thorough SEN breakdown across the Local Authority footprint, broken down by area of need. Malcolm advised the Board that the data did not include Special Schools but was the beginning of a larger conversation.

The Board discussed how data is only as good as the identification at the beginning, and there was concern that the data presented was not reflective of what has been presented in the past. However, it was agreed that the information provided is a good starting point and useful to direct the work going forward.

5. Meeting Governance

5.1 Forward Plan

The Board Forward Planner was included within the papers, with agreement that items added to the next agenda will include annual reports from DCO, SENDIAS and the Parent Carer Forum.

5.2 Impact and effectiveness: because of this meeting CYP will...

Have a strengthened voice through the newly established Children and Young People's Board.

Engage and communicate.

Will ask questions, have a better understanding of data and be able to evidence the impact.

Ask questions and understand the data and impact more.

5.3 Confidentiality and Board Brief

No items were deemed confidential.

Action: Sarah Gorst to follow up with presenters to complete the template, highlighting key messages and information that is to be shared across the partnership.

6. AOB

No other business

7. Dates and times of future meetings and close

- 20 May 2021, 10.00am - 12.00pm

Action Summary

Agenda Item	Actions from meeting	Who	When
2	Letter of thanks to be circulated to all who have been involved across the working groups and provide an update and clear intent of work moving forward.	Sarah Callahan / Hilary Fordham	20/05/21
3.1	Operational Group to update membership on Terms of Reference (ToR) document	Sarah Gorst	07/04/21
3.1	SEND Plan workshop guide to be created	Sarah Gorst	07/04/21
3.2	Further Education representative to link with Children and Young Peoples Board to support with creative engagement.	Children and Young people Board	20/05/21
3.2	Parent Carer Forum to create strong links with Children and Young Peoples Board and provide support and guidance.	Children and Young people Board	20/05/21

3.2	Children and Young Peoples Board to follow up request from commissioning to engage with the group for consultation re short breaks.	Children and Young people Board	20/05/21
3.3	Board Members to promote the Parent Carer Forum (PCF) and actively encourage parents to reach out for support and to be engaged.	All	Ongoing
4.1	Health to meet with Special Schools to continue conversation around Autistic Spectrum Condition (ASC)	Zoe Richards / Hilary Fordham	20/05/21
4.1	Ensure engagement of early years and further education in Preparing for Adulthood (PfA)	Sarah Callaghan	20/05/21
5.3	Complete information sharing template and circulate	Sarah Gorst	03/05/21