

## Lancashire SEND Partnership Board Meeting 18 November 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)

Julie Bell, Interim Director of Education, Skills and Culture, Lancashire County Council

Cllr Jayne Rear, County Councillor, Legal, Governance & Registrars

Cllr Cosima Towneley, County Councillor, Legal, Governance & Registrars

Hilary Fordham, Chief Operating Officer for Morecambe Bay CCG and Senior Responsible Officer for SEND on behalf of the group of CCGs

Dave Carr, Director of Policy, Commissioning and Children's Health, Lancashire County Council

Sally Richardson, Head of Inclusion Service, Lancashire County Council  
Lancashire County Council representing Dave Carr

Dr Maria Hall, Community Health Representative

Anne Hardman, Designated Clinical Officer, South Area

Kieran Welsh, Lancashire Special Schools Head Teachers Association

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

Tina Wilkinson, Primary Heads in Lancashire

Sam Jones, Chair of the Lancashire Parent Carer Forum

Gillian Rankin, East Area Lead, Lancashire Parent Carer Forum

Marie Howarth, Vice Principal Preston's College representing the FE sector

Zoe Richards, Senior Programme Manager for SEND for Health

Andy Smith, Head at St Aidan's High School, Secondary Schools Representative

Helen Keaveney, SEND Lead for Lancashire and South Cumbria NHS Foundation Trust

#### In attendance:

Jane Sinclair, Senior Clinical Manager – Safeguarding, Patient Experience, Learning Disability and Autism, SEND, NHS England & NHS Improvement NW (Lancs & S Cumbria)

Ruksana Sardar-Akram, Interim Public Health Consultant

Brian Wood, Team Leader Targeted Youth Support, Lancashire County Council

Lorna Harris, Youth Support Worker, supporting Children and Young People SEND Board representatives

Nighat Parveen, Senior Manager Strategic Lead 0-11 yrs (Early Help) Lancashire County Council

Louise Jefferson, Integrated Service Manager, Lancashire County Council

Andrea Duerdan, IAS Team Manager, Lancashire County Council

Laura Morris, IAS Team Manager, Lancashire County Council

Faith Stringer, Early Years Representative

Rachel Lambert, PA to the Director of Education, Skills and Culture (minutes)

### **Apologies:**

Kathy Ashworth, Interim Head of Service, Children and Family Wellbeing Service

Emma Bonney, North Area Lead, Lancashire Parent Carer Forum

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

Cllr Mike Goulthorp, County Councillor, Legal, Governance & Registrars

Clare Mulderrig, South Area Lead, Lancashire Parent Carer Forum

Olly Moores, Chair Children and Young People SEND Board

Matthew Fisher, Children and Young People SEND Board

Helen Makinson

Sakthi Karunanithi, Director Public Health and Wellbeing, Public Health

Anna Burkinshaw, Local Offer Development Officer

Lisa Taylor, Policy, Information and Commissioning Manager (Start Well),

April Rankin, Professional Range Youth Worker, Lancashire County Council

Suliman Hussain, Professional Range Youth Worker, supporting Children and Young People SEND Board representatives

Jane Sinclair, Senior Clinical Manager – Safeguarding, Patient Experience, Learning

## **1. Welcome and Apologies**

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

## **2. Standing Items**

### **2.1 Minutes From 16 September 2021 Meeting**

Minutes received by all members prior to the meeting. Approved by the board as written.

### **2.2 Action Tracker**

Action tracker received by all members to review before the meeting. All actions from previous meeting noted as complete or on the meeting agenda.

### 3. Improvement Progress

#### 3.1 Update from DfE monitoring of Accelerated Progress Plan

Edwina Grant OBE, Executive Director of Education and Children's Services was pleased to report that following the final monitoring meeting all five outstanding actions had been met and could remit to normal service. Edwina noted that the SEND reviews had hit a rhythm and that a useful reporting system had been developed (for future use). Edwina felt it was important to note that all those involved had performed well and she was proud of all the partners who had played a part during a very difficult period whilst dealing with covid. It was further noted that Lancashire County Council was above statistical neighbours for EHCPs and the rates of improvement were bucking trends.

Chair agreed with Edwina's comments and added her congratulations. Chair noted that it was testament to those involved that, whilst dealing with covid, a real difference had been made. Kieran Welsh, Lancashire Special Schools Head Teachers Association, noted the letter of thanks from Edwina that had been circulated had landed very well with staff.

#### 3.2 Review of SEND Plan 2021-2025 and proposed new governance structure

Zoe Richards, Senior Manager for SEND for Health introduced a governance plan. It was suggested that following coming out of the monitoring meetings, Partnership Board meetings should be held on a quarterly basis with the SEND Operational Group being renamed SEND Executive Group (chaired by Hilary Fordham and Julie Bell) meeting monthly, providing checks and challenges and report to the board. Following discussion the board agreed to meet on a quarterly basis.

**ACTION:** SEND Partnership Board to be arranged quarterly for 2022

Zoe shared the proposed SEND Governance Structure. Edwina asked that co-design be added to the diagram, asked the children and young people be added and for Parent Carer Champions be moved from the bottom of the diagram. Edwina noted that the structure would ensure that the right decisions would be brought back to the board.

Lorna Harris, Youth Support advised that the young people had been over the moon to be engaged with the board and to see tangible change. Lorna added their thanks for being allowed to take part in the meetings. Zoe would be invited to a meeting on the 11 January by Olly Moores, Chair Children and Young People SEND Board.

**ACTION:** New governance structure approved. Zoe Richards to add co-design, add young people involvement and move Parent Carer Champions

**ACTION:** Chair of the CYP Executive Board to invite Zoe Richards to a meeting on 11 January

Dave Carr, Director of Policy, Commissioning and Children's Health shared a slide entitled Delivering the Lancashire SEND Plan 2021-2025, detailing a high level plan with five ways of working and five priorities. He advised this was a dynamic framework that allowed the partnership to grow and develop together. Additionally, Dave acknowledged that there was a lot of activity and it would be a challenge to stitch together (business as usual; ongoing development; tools and enablers). Operational Group (to be renamed Executive Group) to be responsible for aligning activities to governance arrangements with oversight of project delivery. Chair noted that the diagram was a useful tool.

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

##### **4.1 DCO 6 Monthly Report**

Anne Hardman, Designated Clinical Officer introduced the Designated Clinical Officer Team Bi-Annual Report which had already been circulated to the group. Anne noted that there had been a massive increase in EHCP requests as well as improving return rates.

It was widely agreed that the case study was an excellent example of the most common issues/themes. Sam Jones, Chair of the Lancashire Parent Carer Forum added that the issues raised were national, and did not only apply to Lancashire.

Dave Carr advised that it would be interesting to work together to look at the Early Help pathways and governance and create a multi-disciplinary pathway. It was agreed that working together with peers would strengthen knowledge, feedback and participation.

Maria Hall, a Community Paediatrician, and Community Health Representative suggested that medical management in schools needed to be addressed which in part came down to staffing issues, the timing of paediatric reviews and the prioritisation of medical emergencies.

Nighat Parveen, Senior Manager Strategic Lead 0-11 yrs (Early Help) explained that there were some gaps in Early Help but work was taking place to pinpoint service blockers around access to specialist services and an e-learning package was being put together.

**ACTION:** Hilary Fordham to take the issues raised by the DCO report to the SEND Executive Group to ensure there is a way to feed the themes into the SEND Operational Group (previously SEND Partnership Group)

#### 4.2 SEND IAS 6 Monthly Report

Laura Morris, IAS Team Manager, Lancashire County Council gave a presentation on the six monthly update (April to September 2021) on Lancashire SEND IAS which had previously been circulated. Chair noted her congratulations for the national recognition for the joint commissioning approach adopted in Lancashire. Laura noted that the average number of calls had increased and a meeting was planned with Business Intelligence to dig deeper into the data.

Laura confirmed that she had received the feedback from the young people, which had been really useful around anxiety support. A link would be added to the website for self-referral.

Zoe Richards noted that the presentation demonstrated the way teams were working together now, joining up conversations. Chair agreed that the multi-disciplinary work was working well.

**ACTION:** Graduated response to become part of operational teams

#### 4.3 LCPF 6 Monthly Report

Sam Jones, Chair of the Lancashire Parent Carer Forum, gave a presentation on the Lancashire Parent Carer Forum which had been circulated. Sam noted that it had been difficult to increase involvement and attendance over the last two years because of covid, however she welcomed the partnership's move from silo working to joint approaches. She also noted that the next steps for the parent carer forum was to increase forum capacity and training of the forum members, with a recruitment drive designed to achieve one trained parent carer representative for each of the 12 districts. This team would then be able to work co-operatively within the PCF and across the partnership.

Zoe Richards asked the group to remember the agreed vision, 'think SEND, think voice' and to always consider whether we have heard the voice of children, young people and carers.

Edwina added that she liked the idea of co-design, i.e. 'you said, we did' but the partnership needed to get better at it and increase motivation. It would be useful to see if digitisation helps.

**ACTION:** The SEND Partnership Board to support the Lancashire Parent Carer Forum to attract and develop more representatives from across Lancashire

**ACTION:** All partners to consider how they hear the voice of parent carers in the work they do

**ACTION:** To distribute SEND leaflets, e-leaflets, web page links to schools for them to include on their websites. Take this action to the SEND Operational Group (previously SEND Partnership Group) to phase information sharing across the year as part of a communication strategy

**ACTION:** Operational Group to develop stronger connectivity across the partnership through communications strategy

Zoe Richards noted that Sally Nightingale had been invited to the next meeting to discuss learning disabilities and autism, including keyworking function, Autism in Schools Project and LandSCAPE (Lancashire and South Cumbria Autism and Project Evaluation).

## 5. Meeting Governance

### 5.1 Forward Plan

All to let Helen Makinson know if anything needs to be added.

### 5.2 Impact and effectiveness: because of this meeting children and young people will...

Chair noted that together the group could, through multi-agency working, focus on continuous improvement and connectivity of communications.

Lorna Harris advised that being invited to the meetings had been very valuable for the young people involved, and their thanks were noted. The focus for young people was on co-production, opportunity and sharing their voice of power. It was suggested that a certification of their support and involvement would be useful and the opportunity to celebrate their achievements.

**ACTION:** Add to front of agenda for SEND Partnership Board a list of projects and pieces of work that demonstrates the partnership approach to continuous improvement through 'we said we would do X' and to date we have done these things.

### 5.3 Confidentiality and Board Brief

No items were deemed confidential.

**ACTION:** Information can be shared by partners with the groups they represent

## 6. AOB

No other business

## 7. Dates and times of future meetings and close

Thursday 20<sup>th</sup> January 2022, 10.00am - 12.00pm

## Action Summary

Agenda Item	Actions from meeting	Who	When
3.2 Review of SEND Plan	Meetings to be arranged quarterly for 2022.	Helen Makinson	From April 2022
3.2 Review of SEND Plan	New governance structure amendments re co-design, young people involvement and Parent Carer Champions. Approved with amendments.	Zoe Richards	December 2021
3.2 Review of SEND Plan	Chair of the CYP Executive Board to invite Zoe Richards to a meeting on 11 January	Olly Moores	December 2021
4.1 DCO 6 Monthly Report	Discuss issues raised by the DCO report at the SEND Executive Group to ensure there is a way to feed the themes into the SEND Operational Group (previously SEND Partnership Group)	Hilary Fordham	January 2022
4.2 SEND IAS 6 Monthly Report	Graduated response to become part of operational teams	All	April 2022
4.3 LCPF 6 Monthly Report	The SEND Partnership Board to support the Lancashire Parent Carer Forum to attract and develop more representatives from across Lancashire	Sam Jones/ SEND Operational Group	April 2022
4.3 LCPF 6 Monthly Report	All partners to consider how they hear the voice of parent carers in the work they do	All	January 2022

4.3 LCPF 6 Monthly Report	To distribute SEND leaflets, e-leaflets, web page links to schools for them to include on their websites. Take this action to the SEND Operational Group to phase information sharing across the year as part of a communication strategy	SEND Operational Group	March 2022
4.3 LCPF 6 Monthly Report	Operational Group to develop stronger connectivity across the partnership through communications strategy	Lana Fashioni	March 2022
5.2 Impact and effectiveness: because of this meeting children and young people will...	Add to front of agenda for SEND Partnership Board a list of projects and pieces of work that demonstrates the partnership approach to continuous improvement through 'we said we would do X' and to date we have done these things.	Helen Makinson	April 2022