

SEND STRATEGY STEERING GROUP

21 JANUARY 2020



Attendees:

Judith Harwood (JAH) (Chair)	Service Director, Education, Participation & Skills	PCC
Claire Paddon (CP) (Co-chair)	Parent Rep	Plymouth Parent Carer Voice
Jo Siney (JS)	Head of SEND & Inclusion	PCC
Nicolle Gallagher (NG)	SEND Youth Forum, Youth Worker	PCC
George Osborne	Young Person Rep	Youth Ascends
Alan Ebbens (AE)	Team Manager, PIASS	PCC
Penny Whitell (PW)	Service Manager, SEND	PCC
Siobhan Wallace (SW)	Head of Service, Children, Young People & Families	PCC
Clare Hetherington (CH)	Principal Educational Psychologist (Acting)	PCC
Gill Parker	Voluntary Sector Rep	Friends & Families
Nicky Harris	Voluntary Sector Rep	Friends & Families
Elizabeth Knight (EK)	Early Years Rep	Lark Children's Centre
Denise Edgecombe (DE)	Clinical Education lead for Health Visiting and School Nursing	Livewell, South West
Emily Street (ES)	Commissioning Manager	New Devon CCG
Andrea Hemmens (AH)	SHAP Representative, Headteacher	Andrea Hemmens (AH)
Sara Kirkup (SK)	Children's Lead	Livewell, South West
Jim Barnicott (JB)	Leadership Associate, SEND	PCC
Sue Syers (SS)	DCO/Nurse Consultant, Child Development Centre	PHNT
Dr Sharon Glass (SG)	DMO/Community Paediatrics Consultant	PHNT
Heidi Price (HP)	Headteacher, Primary Rep	Yealmpstone Farm Primary School
Emma Crowther	Strategic Commissioning Officer	PCC
Janet Greaves Stocker	Commissioning Officer	PCC
Nadia Donald (ND)	Minute Taker	PCC

Apologies:

Blanche Gibson (BG)	0-25 SEND Team Manager	PCC
Tara Vassallo (TV)	Parent Rep	Plymouth Parent Carer Voice

Tracy Clasby (TC)	Locality Manager	Livewell, South West
Tracy Tucker (TT)	Childrens Centre Rep	Barnardo's
Claire Bond (CB)	Plymouth Pluss	Pluss
Jayne Blood (JB)	CAMHS, Service Manager	Livewell
Karen Dorow (KD)	Director of Faculty, City College Plymouth	Post 16 Provider

Item	Notes	Action
1.	WELCOME, INTRODUCTIONS & APOLOGIES	
	As above. JAH welcomed George Osborne as the new young person rep and Gill Parker and Nicky Harris from Friends & Families.	
2.	MINUTES FROM PREVIOUS MEETING & ACTIONS ARISING	
	Minutes agreed as an accurate representation of the meeting.	
3.	PPCV UPDATE	
	<p>Planning for conference on Wednesday 13 May has commenced. Discussion regarding talks for the event:-</p> <ul style="list-style-type: none"> • Access update • Employment Pathways and Post 16 options – help families to make decisions regarding work experience etc. • Improvement of Annual Reviews – seeking discussions with families • Graduated approach <p>Inclusion award – Being launched on Monday 16 March. Invitations will be sent to education, health, voluntary sector and partners. Looking to create a charter of values and the first meeting will be an initial conversation to look at the shared values. Part 2 of this will be an accredited award across the local area.</p>	
4.	YOUTH ASCENDS	
	<p>Event recently took place at City College. Young people were filmed to gain their views on the event. Have reviewed the Enhanced Transition document and have provided feedback. Have recently met with EC and PW. Topics of discussion have been mental health and linking with CAMHS.</p> <p>Celebration of participation event taking place on 13 March with Martin Bull attending with a minister. Linking with Dave McCauley regarding an engagement event.</p>	
5.	STRATEGIC THEME: PREPARING FOR ADULTHOOD & POST 16 PROVISION	
	Transition Project Exec – Chaired by JAH with a wide range of representatives. This group covers all young people with additional	

	<p>support and is responsible for the 14-25 commissioning plan and is responsible for delivering the action plan for Preparing for Adulthood.</p> <p>The action plan has 5 workstreams:-</p> <ol style="list-style-type: none"> 1. Vulnerable young people/adults 2. Further develop/improve the support offer and Post 16 education/training market leading to employment 3. SEND Local Offer (14-25 Offer) 4. Health & Social Care Transition Planning 5. Transition planning for Care Leavers <p>City College have a positive offer across SEND and also Eat that Frog who offer small bespoke packages for up to 22 young people. The Skills Group are looking to develop their SEND offer commencing September 2020. Developing links with SENCO's to understand the employment offers available. Training also taking place for foster carers to understand their role.</p> <p>The champion's model is a key element of the Local Offer. 3 sessions have been held to date which have been successful. Aim is to make professionals aware of how to navigate the Local Offer to support families. This is also open to PPCV and Friends & Families.</p> <p>Health & Social care planning – Planning for complex needs and special schools. Nurses meet to plan in advance with the aim to get adult assessments in place on time. There are already processes in place regarding equipment. Issues arise where there is no direct link across when there is a different transition criteria. ES asked if there is anything that commissioners can do to assist with this. It was felt that this would be difficult due to the differing service criteria. Service specification is being refreshed as there is not one person who holds a case in adults as they do in children's.</p>	<p>Contact ND to book on to a session</p> <p>ES/SS to discuss further to unpick</p>
<p>6. DMO/DCO UPDATE</p>	<p>Designated Officers for SEND are working as a virtual team to meet the statutory and health needs of children and young people across Devon, Plymouth and Torbay. There are common key challenges, in particular the quality and timeliness of EHCP's. Currently assisting Devon with their statement of action response following their local area SEND inspection. The roles and responsibilities of designated officers are currently being reviewed and the handbook from Council for Disabled Children is being used as a reference point. Paper highlights the examples of good practice locally and the challenges and opportunities for 2020.</p> <p>Discussion regarding 20 week timescales for completion of EHCP's. Message from the DFE is that we should be 80% compliant. PW is confident that our percentage rate is increasing. Discussions taking place regarding the length of time it takes to accept a plan once it has been submitted onto the portal.</p>	

7.	<p>LOCAL OFFER PROGRESS REPORT</p> <p>JB proposed that we use these slots on the agenda to gain feedback from partners and discuss implementing any changes required. The hits to the site are currently low and we need to work together to improve this as this is an Ofsted requirement. Champions training is taking place where strengths and weaknesses are highlighted and addressed. We need to be satisfied that we have a rich offer across education, health and care. This isn't about duplicating from your own web site, but having links across to ensure that information is up to date. All to check who is responsible within their organisation to keeping their contribution up to date.</p>	<p>All to check who is responsible within their organisation for keeping their information up to date</p>
8.	<p>SEND SELF ASSESSMENT – PLANNING FOR 2020</p> <p>This is an extended meeting to look at areas of our Self-Assessment for 2020. The purpose of this is to:-</p> <ul style="list-style-type: none"> • Evaluate the progress, effectiveness and impact of this steering group • Capture evidence of our work over the past year • Identify areas for improvement for 2020/21 • Take account of the responsibilities of the 0-25 team and co-production perspectives. <p>The meeting was split into three groups to consider the following:-</p> <ul style="list-style-type: none"> • Collaborative working is effective • Joint commissioning is effective in overcoming traditional barriers • Co-production is evident through Local Offer <p>Feedback will be used for action plan and brought back to our self-assessment session in June 2020.</p> <p>JS to review our Terms of Reference to reflect the functions of this group. Reflected that we are moving at pace and the level of challenge is overt between us. Whenever there is a call to action, this is either resolved or we go a long way to resolve.</p>	<p>JS</p> <p>JS</p>
9.	<p>AOB</p> <p>We will continue to monitor the length and frequency of these meetings to ensure they are effective.</p> <p>Early Help Strategic Governance Board – New series of meetings set up which JAH chairs. Mapping and identifying overlaps of early help work, which we may call on members of this group to feed into.</p>	

Date of next meeting: 17 March 2020