



**DECISION SHEET**

<b>DATE:</b>	17 <sup>TH</sup> October 2018
<b>ATTENDEES:</b>	Chris McLoughlin ; Cathy Lyall ; Alan Beswick ; Noreen Dowd (CCG) ; Maria McCaffrey (CCG) ; Donna Sager ; Deborah Woodcock ; Sarah Williamson (CCG) ; Paul Harper (PiPs) ; Karen Topham (notes) ; Barbara Mitchell (Adults SC on behalf of MF) ; Lucy Cunliffe (CCG) ; Claire Woodford (NHS FT)
<b>APOLOGIES:</b>	Mark Fitton

<b>AGENDA ITEM:</b>	<b>1. Joint Local Area SEND Inspection initial feedback</b>
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<b>DECISION TAKEN/RECOMMENDATIONS/ACTIONS</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>
<p>CMcL explained the reason why this SEND Improvement Board has been swiftly formed. Following the recent Local Area SEND Inspection the verbal feedback meeting gave a very clear resounding message from the Inspectors that we have failed to achieve the required progress in implementing the SEND Code of Practice in several areas.</p> <p>We have received the draft report letter, in the strictest of confidence, for the appropriate officers to check factual accuracy of the report within 10 working days (26/10/18)</p> <p>SW meeting with Duncan Weldrake and will provide response to CL by 19/10/18</p> <p>SW to liaise with CW to ensure the timeframe for a health response is adhered to.</p>	SW	19/10/18
<p>CL advised the areas of concern in the draft report:</p> <p>The Local Area is required to complete a Written Statement of Action (WSOA)</p> <p>Very important the Board has a clear understanding in terms of communication of the serious position we are in. We need to take immediate action and need to be swift and work at a pace, but also we need to transform the way we work together in order to achieve long term sustainable improvement.</p> <p>Challenge for the Board to understand how to address the wide range of universal areas for development</p>		



AGENDA ITEM:	2. Terms of Reference – Maria McCaffrey		
DECISION TAKEN/RECOMMENDATIONS/ACTIONS	ACTION BY	TIMESCALE	
<p>Emphasise everyone needs to really take responsibility for understanding where things have gone wrong and grasping responsibility and owning this to get it right for our children.</p>	All		
<p>Draft TOR discussed:            PH requested that the local vision is developed but starts from the current vision.            BM asked for commitment to open communications to be part of TOR            1.3 areas of inspection framework to be amended once final report received            2.2 MM to add: manage and communicate the inspection outcome            development of communication strategy to evidence our ongoing accountability            Development to be monitored and reporting back to the Board            Various workstreams to be set up without delay            Review of the senior operational group            Seek evidence from young people with SEND and have young person or young person’s representative on the Board            Include parents always attend the Board to ensure co-production embedded across the system            To inform service development review, design and delivery by showing understanding of the ‘lived’ experience of both children and their families.            Values and Behaviours need to be addressed to create the best common language for all to understand and to have a shared SEND vision            To recognise and work with different assurance processes and regulators            Emphasis on demonstrating working together starts today</p> <p><b>Action: Half day workshop to develop and model values and behaviours – to work on and own what is Stockport’s vision for SEND. Board development sessions will be a priority</b></p> <p>Principles written within the SEND Code of Practice need to be articulated            Seek external support and challenge in addition to the Dfe and NHS England advisor who will be allocated to us. CL meeting with Elaine Balcombe from Dfe on 1<sup>st</sup> November.</p> <p>To publish minutes/key actions on to the Local Offer website</p>	<p>MM/CL</p> <p>LC</p> <p>CMcL/ND</p>	<p>October 18</p> <p>19/10/18</p> <p>13/11/18</p>	
<p>Agreed need a sustainable model going forward as the membership of the group will evolve and change. ND reviewing SEND leadership within CCG over next 3 months to ensure accountable officer in post to provide senior commitment from the CCG to work jointly with us from now on.            Both ND and MM interim with ND here until August 2019.            Review of clinical leadership membership of this group and ND and MM to discuss the need of a senior clinical lead on this Board.</p> <p><b>Action: All members to agree to named deputies to attend this Board in exceptional circumstances.</b></p>	<p>ND</p> <p>ND/MM</p> <p>ALL</p>	<p>December 18</p> <p>October 18</p> <p>30/10/18</p>	



AGENDA ITEM:	4. Capacity and next steps		
DECISION TAKEN/RECOMMENDATIONS/ACTIONS	ACTION BY	TIMESCALE	
<p>Lucy Cunliffe to be project support officer of this Board Require dedicated additional full time capacity from the social care/education side to:</p> <ul style="list-style-type: none"> <li>• Develop joint commissioning work</li> <li>• Develop SEND strategy</li> <li>• MM to assist with partnership aspects, as well as CCG</li> <li>• Implementation plan for the workstreams to be set up with immediate effect</li> <li>• All partners to ensure all aspects co-produced with families</li> </ul> <p>- Communications officers to meet James Brown (CCG); Alison North (SMBC) to prepare draft messages to public when report published</p> <p>- ND to share with the Board the commissioning intentions document which the CCG prepare to write to providers for commissioning intentions for the year. SW to liaise with Gillian Miller to include statement on SEND</p> <p>- MM and CL to prepare draft message re findings and organise 3 dates for an evening; morning and afternoon to deliver the messages to the public.</p>	ALL	30/10/18	
	LC	30/10/18	
	ND SW	30/10/18 30/10/18	
	MM/CL	30/10/18	

AGENDA ITEM:	5. Forward planning		
DECISION TAKEN/RECOMMENDATIONS/ACTIONS	ACTION BY	TIMESCALE	
<p>Agenda for the next meeting:</p> <ul style="list-style-type: none"> <li>- Governance</li> <li>- Terms of Reference</li> <li>- Amendments to draft plan</li> <li>- Prepare for meeting with Elaine Balcombe from Dfe meeting with CL on 1<sup>st</sup> November</li> </ul>			

**Date and Venue of Next Meeting:** 30<sup>th</sup> October at 12noon