



Chair: Chris McLoughlin
Enquires: Lucy Cunliffe
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SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) IMPROVEMENT BOARD

MINUTES

MEETING:	SEND Improvement Board	Date of Meeting:	6 December 2018
LOCATION:	Conference Room A Upper Ground Floor Stopford House	Time of Meeting: 09:30 - 11:30	
PRESENT:	Chris McLoughlin (CMc), Director of Children’s Services, SMBC (chair), Alan Beswick (AB), Interim Director of Education Services, SMBC Cathy Lyall (CL), Strategic Lead for S.E.N. and Inclusion, SMBC Deborah Woodcock (DW), Director of Operations, Stockport Family and Principal Social Worker, SMBC Donna Sager (DS), Director of Public Health, SMBC Paul Harper (PH) , Co-Chair, Parents In Partnership Stockport (PIPS) Maria McCaffery (MMc), interim SEND support, NHS Stockport CCG Noreen Dowd (ND), Accountable Officer, NHS Stockport CCG		
IN ATTENDANCE:	Lucy Cunliffe (LC), Senior Corporate Officer, NHS Stockport CCG (minutes), Max Weiland (MW), CSS Senior Officer – Communications & Marketing, SMBC Anita Rolfe (AR), Executive Nurse, NHS Stockport CCG Gillian Miller (GMi), Associate Director of Commissioning, NHS Stockport CCG Colin McKenzie (CMcK), FWL Associates Julia Newton (JN), Service Manager, SMBC		
APOLOGIES:	Mark Fitton (MF), Director of Adult Social Care, SMBC Claire Woodford (CW), Director of Women, Children and Diagnostics Business Group, NHS SFT		
1.	Welcome and apologies Apologies were noted as listed above.		
2.	Declarations of Interest The chair reminded members of the board to declare any interests that may interfere with the running of the agenda. There were none.		
3.	The minutes of the previous meeting were checked for accuracy. The following amends were noted: <ul style="list-style-type: none"> • Names to be given in full with initials shown in brackets • Page numbers to be added 		



	<p>The following updates were noted:</p> <ul style="list-style-type: none"> • CMc and PH met to discuss the last meeting and to go through the conversations that was held • The request for an Adult Social Care representative has been actioned • Parent representation – appropriate to have as a chair of the working group
<p>4.</p>	<p>The chair sought an updates on the actions from the last meeting. The updates have been noted in the log.</p> <p>The group held a discussion about co-production and the appropriate timing to bring different groups in. Specific focus was given to the work being carried out to complete the Joint Strategic Needs Assessment (JSNA) and when members of the public would be invited to co-produce the output.</p> <p>It was noted that the deadline of December was set by the board, and that the plan would be delivered by this time and not the full JSNA.</p> <p>The issue of co-production in the JSNA group was discussed. The board heard that the proposed approach would be to bring more parents in once data has been collected and validated. The selection of key data to inform an outcomes framework is where more parents could be involved with co-production and provide valuable input.</p> <p>The board was informed of a Greater Manchester (GM) SEND board that took place 5 December, which updated on the progress of a GM-wide data dashboard. It was agreed that JSNA would be a separate output.</p> <p>ACTION: CL to send the link to board members for information</p> <p>Parent involvement on any SEND activity was discussed, and it was noted it would be appropriate to have representation at any workshops and on the subgroups. Parent input would be required at the development of the charter etc.</p> <p>The board noted the need to agree a definition of co-production. There is a strategic co-production definition in place, and PIPS has a copy of the Stockport definition.</p> <p>ACTION: add co-production to the agenda for the next SEND Improvement Board ACTION: ND and MMc to convene a meeting outside of Board to progress ACTION: PH to circulate the co-production definition</p>
<p>5.</p>	<p>Review of feedback report</p> <p>The board took time to reflect on the report, as the 6 December meeting was the first time the members had convened since the report had been received. The board received the report and considered its seriousness. Members committed to addressing the issues raised in the findings.</p> <p>ND updated members that the report has been taken to the CCG’s Governing Body. Assurance was given to CCG members that the SEND Board is now in place and the different organisations are working together.</p> <p>Members noted the importance of the aspiration to co-produce, but recognised that work has to be done in the short-term with a view to making longer-term strategic improvements.</p>



	<p>It was agreed that there is a balance to be made of making sufficient progress in the short-term. Credence was given to the fact that the Written Statement of Action (WSOA) is not the end point for this board. The longer-term focus will be on the strategic plan.</p> <p>A discussion was held about the feedback sessions, it was noted that they have been helpful for the team. The accuracy and honesty of staff and parents have highlighted where focus needs to be given, but had also highlighted the enormity of the task.</p> <p>The personal 'lived experience' stories of the parents in attendance were discussed. It was agreed that these helped to provide context and examples of the issues facing families in Stockport.</p> <p>It was noted that the feedback forms from the events had been collected, and two of the parents have offered to be part of the working groups. Members agreed it would helpful to collate the discussions held afterwards.</p> <p>It was noted that the questions and comments from attendees at the sessions have been collated and will be used to create an FAQ document.</p> <p>ACTION: publish FAQs, themes and number of attendees, you said we did (or reference that a number of follow ups have been completed) ACTION: list who is on the board and their contact details on the Local Offer ACTION: ensure that event attendees are asked whether they want to be part of the write up or a case study</p> <p>It was noted that the board will be required to evidence where we have listened to parents and taken their views and learned from it.</p>
6.	<p>Format of Written Statement of Action (WSOA)</p> <p>The board heard that the key question likely to be asked by the Department for Education (DfE) will be who is writing the WSOA.</p> <p>It was agreed that the WSOA will need to be owned by ND, CMc and CL. Additional capacity will be required with expertise and experience to help co-ordinate the response.</p> <p>It was acknowledged that there is a deficit within the Local Authority (LA). The inspection identified the lack of commissioners within the LA and the hindrance this has had on joint commissioning.</p> <p>Clarity was sought over which board members are leading on the different areas. It was noted:</p> <ul style="list-style-type: none"> • JSNA – DS leading • WSOA – CL leading • SEND strategy – CMcK is leading • Joint commissioning plan – GM, AB and Jeanette Warburton <p>It was noted that there is some confusion about the terminology used in the papers.</p> <p>ACTION: GM to create a one page infographic document</p>



A discussion took place regarding the subgroups – it was noted that the names and scope of some of the groups may need to change once activity is underway. The current subgroups are:

- Joint commissioning 0 – 25
- SEND Support and EHCP
- Monitoring and evaluation
- Co-production, communication and engagement

Other areas to be elements through each of the subgroups are:

- Workforce development and training
- Inequalities, mediation, challenge and support

ACTION: CL, MMc and PH need to meet with CW to discuss the co-production subgroup

It was noted that the SEND strategy needs to be agreed, and CW will work on this.

The remit of the joint commissioning workgroup will focus on changing the way that different organisations work together through setting principles and reaching an agreement. It will require CLT approval.

It was noted that the personal budgets, dispute resolution and mediation will need to be included within the workgroups.

CL talked through the circulated WSOA template document. It was explained that the report has been dissected and the actions have been identified and allocated against the priority area.

A discussion took place about the assigning of priority areas to the different elements. There was agreement that some elements would span a number of areas, but they have been allocated one as the lead.

There is a need to qualify the specific areas of development, the hope is that some clarity will be given during the meeting with the DfE on 13 December.

The content of and reactions to the letter were discussed. It was commented that the report points to a lack of synergy in the local area, and it was felt that allocating the actions out will not bring synergy.

It was acknowledged that the work has to be carved up, and that the synergy will come when the different organisations and representatives work together on the activity.

It was agreed that the subgroup leads should read and absorb the whole report and address the points holistically.

It was agreed that the leaders could respond to the report authors stating that the report findings have been accepted, but in order to take them on board, some clarity is sought.

it was noted that the board should recognise that the workstreams will have discrete pieces of work that have a number of cross over areas. It will be important for members of the subgroups to understand the mechanisms of dealing with broader issues.

There was a suggestion of splitting up EHCP and SEND support into two subgroups. A discussion around this was held, and it was agreed that first meeting (being held week



	<p>commencing 10 December) would determine whether two subgroups are required. The group is being co-chaired with AB and DW.</p> <p>It was noted that the feedback sessions generated a number of parent representatives who wish to be involved in this activity. It was agreed that the six members of the PIPS steering group and any other volunteers should be used as appropriate.</p> <p>CL returned to format of WSOA and shared that the proposed format has been used across a number of different areas, and is known to be liked by Ofsted inspectors. It was noted that key indicators had been added to the document, but that health still needs to be added in. The task groups should feed into this.</p> <p>ACTION: all members to review and feedback to CL with any comments or amends ACTION: LC to create a tracker that mirrors the five areas</p> <p>A discussion was held about monitoring and evaluation. It was agreed that any immediate actions following the letter need to be actioned, but beyond this, it is crucial that Stockport can demonstrate the actions implemented as a result of the inspection have had an impact.</p> <p>The board agreed that the proposed method of assigning the priority areas and subgroups would be followed, and would form the basis of the activity. Co-production will be incorporated through all activity.</p> <p>It was noted that the conscious decision was taken by the board to have the subgroups chaired by members of the board so that the overarching view is always maintained and a reporting line is maintained.</p> <p>The board heard that the Council Cabinet will want a SEND briefing on 15 January. Comms support will be required.</p>
7.	<p>Terms of Reference</p> <p>It was noted that the circulated document incorporated the changes that had been suggested by PH and PIPS. In summary, the changes were:</p> <ul style="list-style-type: none"> • Consolidate the membership for the CCG: agreed that GM and AR would both attend • Comms: will be picked up after the meeting • Review date has been added: upon ministerial acceptance of WSOA <p>There was a discussion about the closure of the board, and what will mark the end of its functionality.</p> <p>ACTION: members to agree criteria for end of board</p> <p>A comment was made regarding the young person representation group. It was noted that MMc has a meeting planned to take this forward. There was a discussion about what the role of the young people would be, and it was noted that they would be a consultative group, that could offer challenge and be an advice giver.</p> <p>ACTION: board members to attend Stockport Action Youth Speakers (SAYS) group meeting</p> <p>The board agreed that an extensive engagement process will be developed. This will be managed through SMBC and CCG comms and engagement leads.</p>



8.	<p>Task and finish groups</p> <p>The template Terms of Reference document was circulated. It was agreed that it would be given to chairs of the subgroups for them to amend and adopt as required.</p> <p>ACTION: LC to circulate the template</p>
9.	<p>Meeting with Department for Education (DfE)</p> <p>The board heard that a meeting has been arranged for 13 December. Correspondence has been received explaining that the meeting will be conducted in two parts: first the senior leaders will meet with the DfE representatives; secondly, a wider group will be invited to attend.</p> <p>It is understood that the representatives will want evidence of the leaders' understanding of the report and what has been done since it was received.</p> <p>ACTION: the owners of each areas to prepare a short note outing the highlight activity for health, education and social care. Outline what will be said</p> <p>It was queried whether the board would be willing to use AR's expertise to pull together the Root Cause Analysis (RCA) methodology/briefing/approach. The board agreed.</p> <p>ACTION: add to the agenda to be covered at the development day</p>
10.	<p>Frequency of meetings</p> <p>Not covered</p>
11.	<p>Board development session</p> <p>It was noted that the board has only got three more meetings before the WSOA needs to be submitted. The discussion about the next Board Development session was deferred.</p>
12.	<p>Staff / public feedback sessions</p> <p>Not covered</p>
13.	<p>Governance arrangements</p> <p>Not covered</p>
14.	<p>Young person representation</p> <p>Not covered</p>
15.	<p>Highlight / progress reporting</p> <p>Not covered</p>
16.	<p>Date of next meeting:</p> <p>The next meeting will take place on Tuesday 20 December</p>



STOCKPORT
METROPOLITAN BOROUGH COUNCIL



Parents in Partnership Stockport



Stockport

Clinical Commissioning Group

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