

SEND Executive Board

17 January 2022

Meeting: Attendance, Decision Log, Actions, Forward Plan

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| **Attendees** | **Role** |
| 1. Judith Hay
 | Chair, Director: Children, Education and Skills, NCC |
| 1. Jackie Cairns
 | Director for Newcastle System, CCG |
| 1. Deanne Taylor
 | Head of SEND, NCC |
| 1. Steve Gittins
 | Chair of SEND Sub-Group, Representing Primary schools |
| 1. Karen Worton
 | Group Nurse Director, Central Locality, CNTW  |
| 1. Chris Rollings
 | Headteacher, Hadrian School, Representing the Specialist Schools |
| 1. Mark Anderson
 | Designated Medical Officer, CCG |
| 1. Vicki Jefferson
 | Representing the Parent/Carer forum |
| 1. Marie Leddy
 | Representing the Parent/Carer forum  |
| 1. Caley Banks attending for Jayne Forsdike
 | Assistant Director, Children’s Social Care, NCC |
| 1. Gary Myerscough on Behalf of Jonathan Jamison
 | Service Manager LDA & Mental Health Services, Adult Social Care and Integrated Services, NCC |
| 1. Mark Patton
 | Assistant Director: Education and Skills |
| 1. Jenny Ellis
 | Designated Clinical Officer, CCG |
| 1. Jill Bauld
 | SEND Voice Lead, NCC/CCG  |
| 1. Ann Banks
 | Service Improvement Lead, NCC |
| 1. Jack Hussey
 | SEND Voice Trainee, NCC/CCG |
| 1. Philip Blackburn
 | SEND Voice Trainee, NCC/CCG |
| 1. Claire Knox
 | Commissioner, Inclusion, NCC |
| 1. Linzi McMeekin
 | Commissioning and Procurement Lead Specialist – SEND, NCC |
| 1. Sarah Kerrigan
 | Strategy & Development Lead, NCC |
| 1. Duncan Miller
 | Project Manager, NCC |
| 1. Sarah Ledger
 | Performance Analyst, NCC |
| 1. Andrew Graham
 | Principal Adviser, NCC |
| 1. Nicola Gannon
 | Delivery Project Lead, CCG |
| **Apologies** |  |
| 1. Jane Melvin
 | Directorate Manager, NUTH |
| 1. Gary Myerscough on behalf of Jonathan Jamison
 | Assistant Director of Adult Social Care and Integrated Services, NCC |
| 1. Helga Charters
 | Associate Director of Allied Health Professionals & Psychological Therapies, NUTH |
| 1. Rachel Gibson
 | Head of Central Support Services, Newcastle College and representing Post 16 providers |
| 1. Anna Williams
 | Associate Director, Central Locality Community Services, CNTW  |
| 1. Michelle Stamp
 | Public Health Consultant, NCC |
| 1. Martin Wood
 | Principal Walbottle Academy, Representing secondary schools |

 **Decision Log: 17 January 2022**

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| **Agenda item** | **Decision and actions** | **Lead Officer**  | **Monitoring progress**  |
| 1 | **Minutes** of the SEND Executive Board 13 October 2021 were agreed. | Ann Banks | No further action  |
| 2 | **Proposal for case for change: Therapy Services** Proposal that we take a ‘systems’ look at the kind of offer therapies offer we want for the future in recognition of feedback of frustrations of the service and families. Proposal has been endorsed as a priority area by Collaborative Newcastle. Next steps face to face meeting to build team to start transformation journeyThe Board approved the proposal and were provided with assurance that whilst we are in the early phases of transforming therapy services work is underway to address the immediate problem of access to the OT service. Next steps: * Work to understand the size of the waiting list and the case mix to understand what is needed, the size and grade mix of the team and resources required. Acknowledged the OT team acknowledged under resourced.
* Aim for earlier intervention with robust universal offer and specialist support where most appropriate.
* Review the current referral criteria and whether the universal offer be strengthened to meet more needs before the referral point.
* Challenge as limited availability of OTs nationally.
* Support also required for the adaptations team.
 | Sarah Kerrigan/Jackie Cairns | Progress to be reported to March meeting. |
| 3 | **Reflections on this last year from the SEND Voice Trainees**The SEND Voice trainees updated the Board on some area of work that they have carried out over the last 10 month: * Attending the Local Offer launch event in Eldon Square which involved talking to the public and handing out leaflets.
* Carrying out a number of interviews for Senior SEND staff.
* Developing video to explain the fluoroscopy process, which involved talking to children and young people and understanding their fears, and meeting with staff at the RVI.
* The traineeship has helped them become more confident and have a greater understanding of the council processes.
* Next steps are to support the trainees in finding work as their traineeship ends in May. Two other young people will be recruited at this point.
* Developing surveys and workshops to ensure that council hears the voice of children and young people.

**The Board noted** thanked the trainees for their contribution to improving how the Board hears the voice of children and young people.  | Philip Blackburn/Jack Hussey | No further action |
| 4 | **Outcomes Framework Proposal****The Board approved** the first draft of the SEND Outcomes produced following workshops which involved parent/carer representatives and approved the following next steps: * To establish a task and finish group with members of the SEND Subgroup to refine the questions that we will ask children at SEN/D reviews and develop guidance to support staff.
* Through the SEND Sub Group proactively encourage schools to complete the Health-Related Behaviour Questionnaire.
* Progress report to July meeting.
 | Sarah Ledger | Progress to be reported to the July Meeting |
| 5 | **Accelerated Progress Plan (APP)****The Board** considered a progress against the APP and noted: * DfE and NHS England will be assessing our progress on 18 February.
* It is only 5 months since the APP was agreed and whilst we have carried out most of the agreed actions, we haven’t been able to demonstrate positive impact in all areas. For example, the 20-week target to carry out EHC assessments is still not achieved.
* The APP and risk register to updated and sent to Chair of SEND Exec for approval prior to it being submitted to DfE in advance of the meeting.
 | Duncan Miller/Deanne Taylor | Feedback from the February DFE meeting to be reported to the March Board. |
| 6 | **Local Offer (LO) update****The Board noted that:** * The LO website was relaunched in November
* Event to promote LO to public in Eldon Square 26 and 27 November
* Video has been made to promote the local offer starring children from Tyneview Walbottle and Thomas Bewick School. Script written by the parent carer forum: [Newcastle Local Offer 4 on Vimeo](https://vimeo.com/reddoorfilmandmedia/review/644028206/527cfdb47a)
* We are monitoring the website usage and looking about 400 a day but we haven’t got any comparative data for the old website
* Going forward we are continuing to promote the local offer and are working with the Sports development team who have funding from the holiday activity fund to organise activities for children in the school holidays and will promote the local offer at these events.

The Board members are requested to add the video to their websites and invite the team to any appropriate events appropriate events where we can promote the local offer  | Ann BanksALL | Annual report on Local Offer to be produced for the November 2022 Board.  |
| 5 | **AOB** **The Board noted that:** The government have published the [National strategy for autistic children, young people and adults: 2021 to 2026 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/national-strategy-for-autistic-children-young-people-and-adults-2021-to-2026) Jackie Cairns is to chair a group to take national and local ambitions forward and develop an autism strategy for Newcastle. Voice of people with lived experience will be central to the process. | Jackie Cairns  | Progress reports will be made to SEND Board. |