Bury Council A yellow and grey logo

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Department of Children & Young People



Minutes

SEND Improvement & Assurance Board Meeting

20th August 2024

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| 1 | **INTRODUCTIONS & MINUTES** |  |
|  | The Chair welcomed everyone to the SEND Improvement and Assurance Board meeting. 3 members of the newly established Young People’s SIAB group (name not currently agreed by the young people) also attended this meeting.  Introductions were made and apologies given.  The Chair reiterated the expectations that everyone in attendance read all the agenda papers prior to the meeting.  The minutes from July SIAB were accepted as a correct record. |  |
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| 2. | **ACTIONS & DECISION LOG** |  |
|  | The action log was reviewed and updated.   * Action 4- Refresh the JSNA by September's Board. * Action 8- Create a short piece following a SIAB meeting - podcast/blog. * Action 11- Consult with young people to find out how they would like the board to communicate with them and if there is anyone who would like to attend a board meeting. Completed. * Action 14- Consider how we present the information for young people moving forward * Action 15- SIAB Board Members to check availability to attend Youth Voice Network meetings and let Scout know by September SIAB. * Action 16- the Chair to meet with Mandy Philbin and other Chairs of SEND Boards before August Board. * Action 17- Scout to link in with Bury2Gether around demographic breakdown of parents involved. * Action 18- SIAB Members to consider how to assess the approach and language being used by professionals/teams in relation to expectations of needing an EHCP to access services   The Chair explained to the young people that there is an action log where Board members are assigned tasks for which they are responsible for completing within an agreed timeframe.  The Chair and Lead for Communications held a Communications Mapping meeting on Monday where the current Communications and Engagement plan, which was facilitated by the Council for Disabled Children, was reviewed. One of the decisions made was to send a newsletter out in September 2024.  The Risk Register is still awaiting confirmation of a Project Manager.  **Action-** Members to continue updating and reporting risks so once there is a Project Manager, the risks can be collated and added to the risk register.  The Chair updated that an initial conversation with PPL has happened about combining the Project Safety Valve (PSV) risks.  The SEND Youth Ambassador has consulted with youth members on how they would like to attend the SIAB and how to present information to the young people. This was presented by Scout Sterling and the young people in this meeting. Scout Sterling has linked with bury2gether to provide demographic information of parents involved in relation to Priority Impact 1 which was presented in this meeting.  Priority Actions reporting to SIAB are included in the forward plan for the next 12 months.  Gill Gibson and Mandy Philbin have confirmed the ICB governance structure and will not be attending SIAB. However, they will attend the 6 month Stock take.  **Action**- Chair to meet with the Chief Nurse of the ICB at the end of the month.  When discussing expectations for education, health, and care plans, it’s important to consider how language is used. Is there an assumption that young people will receive an education, health, and care plan before exploring other forms of support?    In terms of escalation, the Chair will escalate to Chief Executive Bury Council Place Based Lead for Health and Care NHS GM Bury) and Chief Nurse and Deputy CEO of ICB. This is in the terms of reference clarified by a letter from the Chief Executive of Greater Manchester Integrated Care Board,  **Action**- Letter to be re-circulated from CEO ICB to SIAB members. |  |
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| 3 | **Contributions from, and engagement with, Children and Young People** |  |

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|  | It is really important that we hear what children and young people are saying and that the SIAB remain focused on children’s experiences. It is essential that we achieve sustainable positive outcomes for the children and young people of Bury. The young people shared their thoughts about being part of the group.    Highlights from the presentation were:    A group of young people has had the opportunity to discuss how they would like to feed into this Board in the future. They advised that they would like to be invited to the Board and have representation as an equal partner. The group have established the Young People's Working Group (yet to be named by the young people) which met yesterday with representatives from across a range of children and young people’s groups. They have requested a SIAB member attends each of their meetings as well as the Chair when possible. They asked if they could present at each board meeting so each representative of the working group can attend 2 meetings a year. Consideration would need to be given around the future timing of meetings as it would not be possible to come out of school to attend. Hosting the board meeting in local schools after school hours waws also suggested.  The young people stated they would like to see portraits of all the Board members with some information about themselves.  **Action**- All members to complete a portrait by next Board meeting. Example template can be found in SIAB youth presentation.  The young people have requested the minutes of SIAB meetings going forward as well as video summaries of the Board meetings. The group expressed that they would like the opportunity to share their experiences.  Discussion   * The Board members agreed on the importance of inviting young people to come along and speak to the Board directly and express themselves. * An issue highlighted by the youth representatives was the process to an official diagnosis providing the example of another young person who started their diagnosis at the age of 3 but was officially diagnosed at the age of 15 which raises concerns about the support they receive through the process. * One young person mentioned they were an ambassador for ‘[Autism dogs](https://www.autismdogs.co.uk/)’ so they have an assistance dog who aids them in their daily lives such as steering away from overcrowded areas and would like to raise more awareness about this. An information card was handed around SIAB. * To provide feedback in Youth Cabinet meetings, the young people have requested a representative from the SIAB to attend. * The Board asked the young people what they wanted to see out of the SEND Strategy (Priority Impact 1). The group want an improvement in services for people with additional needs, especially in how they are perceived. * The young people expressed interest in having peer training for adults with/by young people and working directly with OFSTED as well. * The young people’s working group has been established which adheres to the co-production phase plan. The next phase will be co-producing the SEND Strategy and visiting Bury’s High schools. A future possibility is working with primary schools and Jewish and BAME communities.   **Action**- SEND Youth Ambassador to contact schools in September and start visiting them from October onwards for Phase 2.   * Reports currently include some technical language and can be quite complex therefore we need to create space for sharing reports and opportunity to engage with the young people and feedback on the progress of the Board. The young people requested video summaries of meetings. * The young people also suggested the use of social media platforms such as YouTube or Instagram to increase the number of children and young people reached in and beyond Bury. * The SIAB minutes are being made available on the Local Offer and podcasts will be developed so that children and young people can access the information as well as parents, families and other stakeholders. However, all names are being redacted. * We need to decide which Board members are going to attend which of the Youth Voice Network meetings and SIAB Young People’s working group.   **Action –** SIAB Board Members to check availability to attend meetings and let Scout know.  The dates of the Youth Voice Network are on:  12 November 2024  4 March 2025  24 June 2025    SIAB Young People’s Working Group:  23 September 2024 6.30pm – 8.00pm  10 October 2024 6.00pm – 7.30pm  25 November 2024 6.30pm – 8.00pm  **Action**- Two SIAB members were identified to attend the November meeting | [SEND Ambassador and Inclusion Advocate.pptx](https://burygovuk-my.sharepoint.com/personal/n_choudhury_bury_gov_uk/_layouts/15/Doc.aspx?sourcedoc=%7BC4272A33-6709-42E4-9CDE-D6D7A101D7B3%7D&file=SIAB%2020.8.24.pptx&action=edit&mobileredirect=true)  <https://www.autismdogs.co.uk/> |
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| 4 | **GOVERNANCE** |  |
|  | Terms of Reference  The Terms of Reference have been recently updated but will require updating again in relation to the young peoples group and approval by the Chair.  **Action** – the Chair and SEND Youth Ambassador to update the Terms of Reference to include the young people’s group.    Data Set  In Priority Impact 1 (pages 7,8,9) there are 53 proposed key performance indicators and 3/5 are numerical and 2/5 are qualitative. There is more work needed on the indicators themselves and to consider trajectories of expected performance during the duration of the Priority Impact Plan and Improvement Notice.  **Action**- Head of Strategy, Assurance and Reform to analyse quantitative data as an assessment of the current performance and discuss with the Leads of priority areas.    Further work on survey questions is needed so there is an agreement on what is asked of parents and carers, who is surveyed and how are we seeking to survey those people? Parent and carer partnerships must be involved.  There are definitional issues around some of the indicators which need clarifying as it is a measure of performance.  **Action**- Head of Strategy, Assurance and Reform to clarify indicators and bring them back to the board.  JSNA updates will also be added into the analysis of the data.  **Action -** All Leads must report from October onwards on KPI’s and qualitative data embedded in reports even if it is still in progress. |  |
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| 5 | **PRIORITY IMPACT PLAN (PIP) 1** |  |
|  | Update on PIP 1  Discussion  The QA framework identifies both strengths and areas for improvement, with a focus on addressing areas to support ongoing service development and partnership learning.  A key priority has been the SEND Communication and Engagement plan, which included recruiting a SEND Engagement Officer. Through discussions and feedback with Bury2gether, a more collaborative approach was developed for this role, presenting an opportunity to strengthen engagement efforts by incorporating improved digital strategies. The job description has been updated.  As to co-producing the SEND strategy, the Local Authority is re-engaging with the Council for Disabled Children in September with carers and young people centered around that. The focus is now on progressing the strategy as part of a wider Education and Inclusion strategy.  In terms of governance, the Joint Commissioning  Group will be stepped up in September and the Locality Board links into this board. The Joint Commissioning Group have a provisional date to meet in September and the Executive Director of Health and Adult Care is to meet with Bury2gether to discuss co-design specification, but also clearly describing the way the mechanisms are to be evaluated.  To add to governance, Burys is moving to a fully academised educational system which is an opportunity to recast what the strategy can do under the statutory functions. It will be important, to ensure the right people can attend the meetings to develop the strategy and how progress is reported. The first meeting of the SEND Delivery Group took place in August chaired by Stephen Holden.  It was agreed that the messages from the Youth Cabinet need to be pushed out to reach all schools and the wider community.  **Action**- Director of Education and Skills to implement in the Terms of Reference of the SEND Delivery Group.  The Quality Assurance framework is being developed to include a multi-layered approach, with a focus on embedding the graduated approach and ensuring the offer is clear and accessible to schools. The framework aims to address the confusion around the offer and support early identification and intervention. Envision’ has been procured and potentially rolled out in September and the next step will be to form a process around multi-agency audits. The framework needs refining how feedback will be obtained. Evidence of the QA process must be in Delivery Board reports by all partners. The Chair raised that parents and carers were exhausted by being expected to provide feedback so new/amended methods to gain feedback are needed as part of the QA framework.  Following on from the meeting yesterday , the Chair suggested joining the Communications Task and Finish group from PSV with the work in relation to the Area for Improvement 1 so there is one approach. Greater Manchester communications architecture needs to be an inherent part of the partnership and the combined authority. Work needs to be framed in such a way that it can withstand being put on the Local Offer. The Chair added, that a Communications strategy will be written and the Comms and Engagement plan adapted and updated.  **Actions**- all SIAB members to circulate relevant information and updates from related meetings for circulation to SIAB. |  |
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| 6 | **Priority Impact plan (PIP) 2** |  |
|  | Update on PIP 2  Discussion  Work on offers to inactive stakeholders has been made in preparation for September. The executive update focuses on the work of the local area inclusion and outreach offer. Feedback from schools and parents indicated confusion or lack of clarity about available services. In response, all current services offered to schools have been consolidated to address this issue. The Inclusion team, Educational Psychology team, external providers, partnerships, and Health services have been brought together to clarify and define the offer. The offer will be across all settings to support and embed on a borough wide approach to early identification.  The Inclusion and Outreach model was explored potential support of primary to secondary aged children at risk of permanent exclusion. Additionally, there was a focus on understanding key priorities , such as attendance, and exploring how early identification and the graduated approach can be effectively utilized.  In Bury, the Multi-agency Inclusion Panel operates below the official EHC panels, focusing on individual children's needs, school support, and occasionally funding allocation. However, the panel needs to be broader, more effective, and efficient. The aim is to come to one panel, triage and get the appropriate advice, support and guidance.   In a prior meeting, the training offer was also discussed and will be formalized, as well as providing enhanced individualised consultation so it is more effective for schools to identify earlier and engage with health colleagues. The Insight team are keen to be part of the delivery.  The development of a universal specialist offer for all school-aged children was agreed upon, including test-and-learn activities to identify engaging and impactful education methods. There are varying levels of knowledge about inclusive practices and Quality Teaching. Collaboration with the Quality Assurance team is needed to set appropriate targets and support for schools and individuals, ensuring efficient and effective outcomes. A consistent approach and improved knowledge on timely identification are crucial.  Feedback indicates that post-EHC needs assessments and the graduated approach should continue after the plan is implemented. This may involve adjusting the level of provision to achieve the desired impact. Additionally, it's important to address how to use existing resources to manage the demand felt by the Age Assessment team and stabilise placements.    There is a need to better utilize the inclusion service to stabilise and upscale support while connecting with expertise across the local area. Emphasis should be placed on early support and ensuring schools receive assistance at the earliest opportunity.  Improving the integration of multi-agency work, particularly in Health services where recruitment is still pending, is crucial. Instead of waiting for panel meetings, which occur infrequently, the focus should be on providing support as early as possible.  The Local Offer has been updated and is now live on the Council’s website, with a focus on ensuring it is kept up-to-date and accessible. It was discussed in the Communications meeting yesterday about how to evolve the job description for the Communications Engagement Officer to include responsibility for the Local Offer. The Local Offer needs to be transparent and then evolving the reach and content to parents, carers, and young people. The Chair added that the website needs a ‘launch’ so people are aware it is available.  Recruitment activities are currently underway to determine appointable candidates to increase wider Health Visitor capacity and investment. The Chair would like a time frame of when the recruitment will be completed for SIAB to have assurance.  Support with regards to funding for the Project Management has been initiated with PPL. An annual review Corporate Plan needs developing in accordance with the PSV delivery plan.  Initial meetings in developing the pathways for Early Years support have commenced with key stakeholders on identification, how are they identified? Do we know those children? Are they known to services? How to ensure that that Graduated Approach takes place at the earliest opportunity.  Work with Bury2gether and school communities is still in progress but halted over the Summer due to school holidays. |  |
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| 7 | **Priority Impact Plan (PIP) 3** |  |
|  | Update on PIP 3  Discussion  There have been significant discussions about reducing waiting times for services by 2024 such as Community Pediatrics and CAMHS. Waiting time information needs to be on presentation format for this board then into the Local Offer. Waiting times have reduced from 99 to 50 in terms of the total number of people waiting for Community Paediatric wait times . The meeting recognised progress in some areas but acknowledged we would wish to go further. There board discussed how to develop a trajectory that would evidence whether sufficient progress has been made. The board discussed the recgnition that waiting times for some services are a national challenged. All mitigation activity to reduce that should be evidenced and have trajectories for all interventions.  Challenges were raised about children and families on waiting lists, we do not know how their needs are exacerbated. Wendy Young and Jane Case have been working on merging the data of the offer such as triaging into one system.  Regarding Community Peadiatric wait times, work is ongoing to assess available capacity. Some capacity has been lost due to staffing changes, which is an issue. The outcome of the July workshop is pending.  The Neurodivergent Profile Toolkit has been implemented. The CAMHS waiting list has improved with better progress in the neurodivergent pathway which is aimed to be developed by March 2025. However the meeting agreed the CAMHS neuro waiting times were unacceptably long and further work is required.  The Inclusion team are beginning to develop and roll out the Autism Schools training.  There is development of the GM wide toolkit with the Joint Commissioning group.  There is progress on the ADHD service and the target is to have this service implemented by March 2025. The process of procurement of that service is with colleagues in Rochdale and Oldham.  The use of PADLET shows strong engagement across a wide range, providing a solid baseline for future progress. |  |
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| 8 | **WORKFORCE** |  |
|  | An update on workforce was provided.  The workforce strategy includes a model of good practice from Lancashire. The goal is to develop a plan by December 2024 and begin implementing it, focusing on partnership workforce development opportunities. The Chair emphasised to all Leads the importance of incorporating workforce and communication as key themes throughout. |  |
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| 9 | **FORWARD PLAN** |  |
|  | For the September meeting it was agreed that Priority Actions 4, 5 and 6 be presented.  It was also agreed that the October SIAB will take place between 2.00pm and 5.00pm in order to enable the young people to attend after school/college.  November SIAB will hopefully be taking place in one of the schools.  **Action** –Director of Education and Skills to confirm venue for November. |  |
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| 10 | **ANY OTHER BUSINESS** |  |
|  | No other business discussed. |  |
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| 11 | **DATE OF NEXT MEETING** |  |
|  | 25th September at 10am – 1.00pm (VIRTUAL)  ***14th October at 2pm – 5.00pm (please note change of time)***  27th November at 10am – 1.00pm |  |