MEETING ACTION FORM

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| **SE19 SEND Regional Network Steering Group/ Strategic Leads meeting** | **Date: 28th June 2019** | **Venue: London Councils, SE1 0AL**  |  |
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| **Present:** Kevin McDaniel (ADCS - Chair), Hayley Nowley (Buckinghamshire) Nathan Caine (East Sussex), Alison Stewart (DCO/DMO Rep), Melissa Healy (NNPCF South), Alison Crossick (RB Windsor & Maidenhead), Mary Burguieres (Surrey), Pippa Cook (Southampton) Jayne Seymour (West Berkshire), Helen Johns (West Sussex), Lorraine Mulroney (NHSE),Tania Atcheson (NHSE SE), Tracey Maytas (SE19 Network), Toni Marsh (Note taker)**P.M. only:** Isobel Gregory (SESLIP), Andre Imich (DfE),  | **Apologies:** Carolyn Bristow (Brighton & Hove), Tracy Sanders (Hampshire), Louise Langley (Kent), Caroline Marriot (Milton Keynes), Jayne Howarth (Oxfordshire), Julia Katherine (Portsmouth) Vikram Hansari (Slough), Catherine Roderick (SoEPEP Rep)  |  |
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| **Item no:** | **Welcome, Introductions and Apologies** Introductions were made around the table.KE introduced himself as the new S.E. ADCS SEND representative and new chair of the Steering Group. Kevin is DCS for Royal Borough of Windsor & Maidenhead. Changes to the agenda were noted: Items to be presented by Julia Katherine (Portsmouth are having SEND inspection) and Jayne Howarth would be covered by TM  | **Action by**  |
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|  | **Notes from previous meeting and actions arising:**The notes were agreed as accurate with the exception of a misspelling at Page 2, Item 2; 'nascen' to be corrected to ‘nasen’**Actions:** All actions were completed with the following exceptions:* Enfield e learning – SEND multi-agency induction training: Not yet ready
* NNPCF Co-production good practice guidelines: S.E. Region NNPCF vacancy left by Lara Roberts stepping down has not yet been filled**.**

**Matters arising:** Global Mediation contract and re-tendering: East Sussex ISEND now co-ordinating for the Region. Action completed but NC gave an update and distributed some hard copies of the revised ToR for the contract group. LAs will need to sign up to this to be part of the contract going forward.**Action:** NC will provide electronic copy for TM to circulate across Network; SEND Leads to sign up if they want to be part Also, the former Contract Monitoring Group is much depleted, may have been reason for some of issues. ESCC need LAs (4 or 5?) to volunteer to take part both in the re-contracting and in contract monitoring from April 2020 **Action:** NC to confirm numbers neededand TM to send request with ToR**Action:** ESCC to invite new SE NNPCF rep to next meeting. TM to send nameCross-border placement MoUAn issue had been raised by Hampshire regarding a mis-match between the flow chart and the wording which they asked to have reviewed. This has been done and TM has circulated the revised documents for signing.Since then, funding issues have been raised; Jane Seymour explained concerns and shared advice West Berkshire has received from ESFA, however other LAs have received potentially contradictory advice. Mixed messages across the region about who funds element 2 and different approaches being taken mean there is not enough clarity to sign MoU. This is mainly an issue for cross-border placing in colleges but there are also issues with special schools where cannot expand numbers. Post-16/ PfA Group are working on this for GFE and have asked DfE for clarification. Have been told this will be issued nationally. **Action:** TM to follow up with Post-16/ PfA Group. If no success to contact DfE/ ESFA.**Action:** Issue to be shared with SESLIP Assistant Directors, Education group | **NC****TM****All****NC****TM****TM****TM** |
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|  **1.**  | **S.E.19 Specialist Group meetings: Feedback, discussion points and Priorities for steering group** **DCO/DMO Group - Alison Stewart**AS reported back that the Group is well supported and valued. Is being used for information and good practice sharing and as a peer support mechanism - standing item for DCOs to bring 'tricky issues'. NHSE SE Region is now represented regularly. National Research on DCO/DMO Role: Undertaken via CDC, SE group members participated in focus groups. Outcomes published so far are very much in line with Group discussions: The research reflects significant variability of reporting structures, banding for post, time available to do the role and people working from within both clinical teams and CCGs. Research also acknowledges the value of the role. The DCO Handbook has been updated but Group still feels there is a need for clarity re. governance, support for the role and time availability. Local Actions: * Group intends to gather information for SE around the variable aspects of the role identified in the research.
* Need to develop learning around Single Route of Redress pilot
* Looking at CDC data dashboard - dashboard is something people need to be aware of as being strongly promoted by CDC. Have had round table discussion with CDC, looking to tweak it a bit more. It contains no health data at moment, work has to be done with NHS Digital.

**Preparing for Adulthood Group**TM fed back on behalf of Jayne Howarth (Group Co-Chair). The group had its first restructured meeting on 29th March. Has been agreed that this format will continue for 3 meetings and then be assessed. There is a shorter Local Authority meeting in the morning then a joint meeting with LAs and providers in the morning. This is now co-chaired by an LA lead and a college principal. Reps from SE Region AoC and Natspec have places and are being supportive. Objective is to move towards greater joint working. GFE Colleges are currently under-represented compared to independent provision. LAs reps have been asked to help with this by inviting their key contacts. LA only meeting will be taking forward operational and budget issues initially with view to co-working on these later. Joint group looking at issues such as supported internships, progression etc. **Action**: TM to send a list of Post 16 representatives around.**Strategic Co-production Group - Helen Johns**Last meeting was first joint meeting bringing together co-production and local offer leads. This was in response to LO leads who a) want to promote understanding of the LO as the service offer, not the website and b) are focused on co-production. The meeting had presentations on how the LO is being developed and gave an understanding of what it is trying to do. There were discussions about:Marketing the LOWhat information is being shared - There are concerns around the volume of information and the signposting elementHow feedback is being collectedLinking feedback from the LO to commissioningHow parent carers are influencing services (or not)?Issues around reaching parent/carers who have additional needs themselvesDiscussion: What questions are being asked in LO feedback, what would be most useful? Need to look at managing expectations around feedback influencing services. **Agreed:** Useful to link co-production for the LO with other co-production, also helpful to parents and carers involved with both Co-production and local offer groups. **Action:** Continue to run the two groups as one and review again. **SESLIP Joint AD Education & SEND Leads Meeting**:KD circulated notes from this meeting. It was the first the two SESLIP groups had met together, AD Education network currently re-building, SEND is an increasingly important topic and both AD Ed and DCSs are keen to promote joint working. KD asked those who had also attended for comments:* Good inputs, particularly around post 16 provision
* Discussion on recognising that formal education is not always the way forward
* Recognising we are commissioning things the same way.
* Very helpful relationship building - Well worth doing again.

Areas that could be taken forward jointly: Consistency; cross boarder working; ordinarily available provision. Joint meeting identified INMS Provision as a particular issue, would like to:Identify areas where are sharing provision, share pricing, manage price hikes.  **Action:** NC offered to take INMS forward in some way and bring back to a future meeting. Tracey to help co-ordinate. Post 16 Specialists involvement recommended.**Action:** Focus for next years' meeting – to be put on this agenda next time.  | **TM****HJ/TM****NC/TM****TM** |
| **2.** | **S.E. Region NNPCF update & PCF Cluster Meetings - Melissa Healy**The SE Region NNPCF role is still vacant following Lara Roberts standing down, recruitment has been unsuccessful so far.Mrunal Sisodia, national co-Chair of NNPCF had hoped to attend this meeting but is unable to. MH presented both the National and Regional updates:National update: NNPCF have presented a 'State of the Nation' report to Ministers around the SEND Reforms. It had input from Parent Carer Forums from across country. Overarching conclusions were:* Don’t feel the current environment is the right one for them to succeed. There is low prioritising of SEND nationally and response is varied across areas.
* Finances are a genuine issue in this

**Action:** MH to forward the document for circulation *(attached to e-mail and at* http:www.nnpcf.org.uk/wp-content/uploads/2018/06/State-of-the-Nation-2019.pdf )S.E Region Update: Whole region meeting took place. Talked about:How to engage parents more. Things that would help:* Need clear and easy way to explain what a parent carer forum is
* Need clarity on how we are working in co-production, celebrate what we are working on and be able to evidence the results
* Most parent carer forums would like memorandum of understanding with their LA

Also, Forums are not widely known in schools. Want to work in a more joined up way with them, need to give schools an incentive to do so; this might improve with new OFSTED inspection framework. SEN Support and exclusions: All PCFs have concerns about this. All feel children should be educated in their communities if possible. Want Mainstream schools need to be better supported, appropriate funding should be given to SEND - support NNPCF addressing this with DfE. Also, how do schools record exclusions? Want to look at the impact this is having.Preparing for adulthood is also a big concern within PCFs. Very keen for more apprenticeships and supported internships for post 16.  | **MH** |
| **3.**  | **South of England Principal Education Psychologists (SoEPEP) group** At the last meeting it was agreed that representative from the SoEPEP group should be part of this meeting. SoPEP have nominated Catherine Roderick (Oxfordshire PEP) to attend. CR had to give late apologies so Alison Crossick gave some feedback from their last meeting. Areas that had been discussed included* Working with different co-production styles
* Concern around maintaining preventative/ early intervention work whilst meeting need of statutory side
* Preparation for the National EP Group meeting

**Action**: Alison/ Catherine to bring forward anything appropriate from the meeting to the November agenda. | **CR/ AC** |
| **4.** |  **NHS England SEND Work-stream Developments - Lorraine Mulroney; Children and Young People and SEND National Workstream Lead, NHS England and NHS Improvement**LM provided a presentation covering the geographical structural changes, SEND Work-stream developments and the CYP Transformation Board *(attached)*.Geographical: NHS regions and areas have been changed, now work in 7 regions and 44 areas all of which work to the same Improvement Operating Model. This is newly introduced and some aspects are still in transition, including staffing.For S.E. Region the new structure is more aligned with the new NHS S.E. Region matching the DfE Region, except for Milton Keynes (NHS East of England). *(map in presentation)* Operating Model: Brings together **NHS England and NHS Improvement** so that can work as a single organisation, providing greater value. Started from April 2019. Model has major shift to regional delivery with a new role of Regional Directors reporting to the central NHS Executive.Other major change is in Integrated Care Systems, which will change from 17 to 3; information recently published, see <https://www.england.nhs.uk/wp-content/uploads/2019/06/designing-integrated-care-systems-in-england.pdf> The challenge is to ensure that children and young people are at the centre of all discussions. This is a work in progress. SEND work-stream: Met for first time this week, includes 25-30 people. First year focus set, work being undertaken to define work for 2020/21 onwards, deliverables to be set by Jan 2020. LM would like someone who can represent Education to be part of this, need the involvement of Education Depts, Colleges and schools.**Action:** SEND Leads need to let Lorraine know if they know anyone who could help.CYP Transformation Programme Board – New SEND Work-stream structure will report to this new Board. Met for first time already and will meet again next Tuesday. All developing very rapidly, implementation guidance was published yesterday. Part of HNS Long Term Plan; <https://www.longtermplan.nhs.uk/>LM stressed importance of all stakeholders feeding in to how the plan develops, if you have not already done so please discuss with colleagues.**Action:** Local areas to consider contributions to LTPLM invited comments and discussion:* Continuing care: people understand the needs and aims and is an interesting programme but does not seem to link to improved outcomes.
* Age Range is an on-going issue. Transformation Programme includes a move to a service for 0-25 but there are issues that need to be resolved immediately, particularly for Children who don’t fit criteria for continuing health care.
* Finances/ who pays for what isn't clear and acts against joint working. LM stated that the guidance that came out 2013 is in the process of being revised but are also pushing for complimentary guidance.
 | **TM****Heads** **All** |
| **5.** | **S.E. Region SEND Local Inspections; Feedback from first regional Revisit (Surrey) - Mary Burguieres & Alison Stewart**Background: WSoA process first started October 2016 and there has been joint working within the LA, with providers and parent carers plus visits from DfE and CQC ever since. Have held multiple workshops, conferences, conference calls plus establishing how to best establish the evidence base for impact and improvement. These will continue. **Prior to Revisit -** There was a lot of joint work in the 2 weeks before the revisit to develop 5 evidence narratives which all stakeholders worked on and were submitted prior to visit. Uploading was done prior to inspectors arriving, information was sent to CQCs. Need to ensure that is tightly monitored. 2nd day focus groups agendas were quite loose, caused pushback fromsome health colleagues**.** **How the visit went -** Inspectors stuck closely to stated process and focused only on the 5 areas of the WSoA. 3 day visit. The Inspectors were clear about the focus of the revisit. It was rigorous and fair, very data and evidence driven exercise. Always able to agree with each other. The Inspectors listened to all views. Shaun Thornton being there was really helpful. Benefits of workshop approach and collaborative working came through. LA & Health gave a presentation of where they were. Inspectors had a meeting with a group of young people which was highlight. Strong involvement from parent carers; open meeting with parents - 110 parents attended, online survey for parents went so well that they extended closing date. Inspectors did not go and visit schools, instead wantedinformation on 10 children and to look at EHCPs.  As for Inspection, admin and data support and the organisation of the visit was important to make things as smooth as possible.The open eveningwas held on day two at a school site. Good to be on a 'neutral' site but a challenge to hold also in an environment where all agencies could access information.CQC and Ofsted focus groups; plans, absence, health. CQC inspector only did the EHCP review. **Feedback on Third morning -** wide representation included.There were no surprises, feedback was in line with expectations. Outcome was *‘sufficient progress against all 5 areas, apart from attendance which was not sufficient’.* **What happens next –** A letter was published early in May, a week later there was a letter from DfE asking Surrey to update the Action Plan on ‘absence’. Milestones will be reviewed at 3, 6 and 9 months. Meeting in June and September with final review in 12 months. There will not be a second Revisit.  |  |
| 6. | **Designated Social Care Officer Role - Tracey Maytas**TM presented a brief paper *(attached)* on how this post is being seen at the moment. The role is being promoted by CDC, essentially based on the DCO/ DMO model for Health but within Social Care although description very focused on Social care role in EHCPs. Quite a new development, some LAs have heard of it but not all. No-one around table was aware of the post being in place in the S.E. although Julia Katherine is looking at it for Portsmouth. Post expected to sit in Social Care. Currently no indication that it will be statutory but may be considered when review of Code of Practice. Some concern was expressed about the role needing further development or to be updated in line with DCO/ DMO review which is finding that that not all DCO/ DMOs have sufficient resource allocated and that the role is very varied.TM asked if there was interest in the Network running an event to look at the role in more detail and any experience already gained.KD said that this would be good to introduce the other DCSs to as it joins up with their Social Care remit.  **Action:** TM to arrange CDC input for the Region **Action:** KD to ask DCS to ask if they would link this to their social care leads  | **TM****KD** |
| 7. | **S.E.19 Network use of SESLIP website – TM/ Isabelle Gregory - SESLIP website consultant**TM gave background B to the item; South East Sector-led Improvement Programme (SESLIP) is managed by the S.E. Region DCS Group and the S.E.19 SEND Network is one of the work streams within the Programme. SEND is relatively new within the Programme and it is important to raise the profile of the work. Using the established SESLIP website to hold SE19 information would be part of this.Website already holds details for DCSs and Directors of Education (or equivalent) plus Social Care. 'Live Projects' tab goes to all SESLIP workstreams, including SEND. Data Benchmarking for SEND is held in protected pages (see below)**IG** took the meeting through the website and demonstrated how the open SEND pages that have been developed by TM and herself work; SEND Leads contact details; Steering Group information; pages for particular work streams with notes and agendas of the previous three meetings and DoNM; calendar of planned events. <https://www.seslip.co.uk/live-projects/special-education-needs-and-disability> Website has facility for password protected/ restricted pages; DCSs already using this for confidential information. Password is per individual and when person leaves it isrescinded. SEND strategic leads would have to decide who in their LA was given one, possibly with Ad Ed/ DCS agreement? Discussion took place around use of website for SE19;**Agreed:** It is a good communication method if everyone has the link. Noticeboard/ blog facility would make it even more useful. Steering group notes to be put there and other working groups.**Action:** TM to share the documents for meetings on website going forward.**Noted:** DCO/DMO group have concerns about meetings being on there and giving their details.**Action:** Tracy to send link to everyone and ask for nominations of people for password access.**Action:** IG to investigate possibility of Blog page. | **TM****TM****IG** |
| 8. | **DfE Call for Evidence on SEN Funding - Nathan Caine** NC introduced the item and current situation with Call for Evidence. East Sussex have been working on a collaborative response but have found the web-based return form unhelpful in compiling this so have created a Word version to share with partners - Document shared with Steering Group for own use. NC then invited discussion. Points raised:* £6,000 threshold: question whether should there be an increase/ different threshold. Issue of whether doing so would just result in money moving between LA/ school budgets, not more available. Schools costs e.g. TAs have gone up but some schools seem to find £6,000 reasonable, others struggle. Feeling that there is a legal issue that needs greater clarity; would benefit from central definition.
* Not all schools are using funds efficiently, still a lot of room for working with schools around SEN Support
* Funding for students with SEN in FE is particularly difficult area, both financially and with lack of clarity around funding guidance, particularly funding for post 19 courses. Currently awaiting clarity from ESFA around who is 'commissioner'.
	+ Discussion around whether LAs should agree this between themselves as creating major issue but different approaches already in place, need ESFA to give definitive guidance
* Some LAs are paying massive sums of top up to colleges. Feeling that there needs to be some sort of financial auditing or regulation. Some colleges are using their own costing forms rather than working with LAs.
* Sub-contracting in post-19 is becoming an increasing issue.
* There are regional examples of 'Invest to save', mainly via early intervention: West Sussex Intensive Planning Team, other Areas focusing on short breaks and resource panels.
	+ Useful to share examples at these meetings.

 Question of whether should put a Regional response forward:**Agreed:** Everyone to put in their own response but share common themes at next meeting**Action:** TM to put on agenda | **TM** |
| **9** | **S.E. SEND Network Support & Development Programme 2019/20 - Tracey Maytas**TM went through the DfE support offer and the additional programme funded by SESLIP. This is third year this structure has been in place; TM asked if way programme is being run is being helpful, opportunity to review.**Comments:** Most LAs happy to work with one or two 'Key Contacts' who can disseminate within LA; London venues still best option; Events and meeting information/ invitations easily understood & accessible**Action:** Areas/ organisations around table to let TM know if they want to add other contacts. Operational Leads Group: Would there be support to get this Group going again?Agreed this as being SEND Team Managers/ leads; would like to have opportunity for them to meet but might be hard for Local Authorities to release them. Topics that would be useful:* Finding effective provision
* Transition to adulthood
* EHCP Outcomes for older age group
* Getting EHCP input from Health and Social Care: Discussion around this - reported that up to 70% of Social Care responses come back as 'unknown'. Now more difficult to get engagement with SC than Health; multi-agency working still needs development

**Action:** Kevin to raise with DCS Group to promote this with Social Care, particularly for non-disability services. **Action:** TM to talk to NDTi and CDC about running multi-agency EHCP workshop Other priority topics for Region:* Inclusion and SEN Support – Developing a continuum, support from DfE would be helpful
* Tribunals –Sharing practice and information across the Region
* Parent carers – increasing confidence in system to avoid escalation to Tribunals
	+ **Action:** Talk to Contact and NNPCF about this
* Measuring outcomes
* Increase in SEMH
* Sharing good practice
	+ **Action:** Areas to let TM know of initiatives they are willing to share
 | **ALL****KM****TM****TM/MH****All** |
| **10.** | **Update from DfE - André Imich**AI joined the meeting and presented updates on a number of topics *(presentation attached)* Timpson Report of Exclusions: * Analysis shows huge variability in use of exclusions – 85% of mainstream issued no permanent exclusions. 47 (0.2%) schools, all secondary, issued more than 10.
* Type of school didn’t make any difference as to whether children are excluded. Link to academies is mainly because most exclusions are in Secondary.
* Students are most likely to be permanently excluded if they are on SEN support

DfE is responding to the Report in six policy areas including:* Consultation in autumn on making schools more accountable for those excluded
* Rewriting guidance on exclusions by summer 2020
* Working with Ofsted to tackle 'off-rolling' - part of revised inspection handbook (2 OFSTED reports moved from ‘Good’ to ‘Needs Improvement’ because of off-rolling. One in North and one in South West).

Timeliness of Assessments: 20 weeks deadline – National figure dropped 4.8% but more families actually got their plan on time as increased numbers of assessments. Massive difference across regions - 81.7% to 51.0%.* S.E. is at bottom of table - 51.0%
* Within S.E. even more massive range; 5.7% to 99.5%, 4 LAs at 85%+ (Bracknell Forest, Portsmouth, West Berks, Windsor & Maidenhead)

Half of LAs improved. DfE is having discussions with authorities below 30%, confident of improvement. Some trapped by completing transfers or ongoing assessments.Discussion: Sometimes families are happy to delay the 20 week deadline as they want more time; Caseloads vary in different local areas, loss of 'additional burdens' funding has impacted on the resources which is difficult to capture; Problems with data systems not calculating dates correctly.Ceasing Plans: Huge variation nationally but no high numbers; Across Regions range is 493 - 15 EHCPs – S.E. near middle at 162; across S.E. LAs 10 ceased less than 5 EHCPs, 6 LAs ceased 9+.AI raised question of what implications this has for practice and for 19+ case managementAppeals to Tribunal: On the increase, 6,023 in 2018 – but represents 1.6% of decisions. New single route of redress becoming more attractive. New system of measuring 'Appealable Rate'. National rate 1.6%, S.E. 2.2%; range within Region 0.7% - 3.8%. 4 LAs have had reduction in rates over last year, 8 of 19 below national average. Mediation cases not followed by tribunal: only covers formal mediation. National figure of 74% successful mediation. Range across Regions 82% to 64% - S.E. is 64%.Discussion - Most of S.E. LAs are part of same Mediation contract - up for review, being led by East Sussex. **Action:** TM to put on agenda for next meetingLocal area inspections: As at June; 94 Local areas inspected and letters published, 48 local areas require WSoA (51%) We need to keep highlighting where we are doing well, not just focus on areas for improvement.National Audit enquiry on SEND implementation will be published in Autumn.**Discussion:** Meeting raised the issue of confusion around FE HN funding guidance - confusion around responsibility and accountability. Does need to be resolved urgently with ESFA.AI - EFSA run regional finance officer meetings which this can be raised at.  | **TM** |
|  | **A.O.B**.**Next meetings:****18th November 2019****3rd March 2020** |  |