

## MINUTES

<b>Meeting:</b>	SEND Programme Board	
<b>Purpose or Mandate:</b>	To provide strategic oversight and direction for the implementation of the SEND reforms	
<b>Date:</b>	28 September 2021	
<b>Place:</b>	<b>Teams Meeting</b>	
<b>Times:</b>	10.00-13.00	
<b>Members:</b>	Allan Cadzow (AC) ( <b>Joint Chair</b> ) Lisa Nobes (LN) ( <b>Joint Chair</b> ) Ros Somerville (RS) ( <b>Joint SRO</b> ) (9/08/21) Lianne Nunn (LN) ( <b>Joint SRO</b> ) Graham Beamish (GB) Lawrence Chapman (LC) Walter McCulloch (WMc) Nicki Howlett (NH) Paul Hill (PH)/Sarah Gibbs (SG) Sharon Jarrett (SJ)/Nicki Cooper (NC) Adrian Orr (AO) Rebecca Hulme (RH)/Tracy McLean (TMc) Nic Smith-Howell (NSH) Garry Joyce (GJ) Sarah Nasmyth-Miller (SNM)/Hannah Holder (HH) Rowena Mackie (RM) Tom Maltby (TM) Lynne Stabler (LS)	Director for CYP (SCC) Chief Nursing Officer, East and West CCGs AD, Inclusion (CHW, SCC) Associate Director of Nursing- CYP and MH SEND Programme Manager CEO SENDAT AD Children's Social Care and Youth Justice SENDIASS CFYP Suffolk NSFT Public Health AD, Education, Skills & Learning(CHW, SCC) Great Yarmouth & Waveney CCG AD of Integrated Community Paediatric Srvs AD Children's Transformation (SCC/CCGs) AD, ACS  Head Teacher Northgate School Head Teacher Holbrook Academy Head Teacher St Mary's
<b>Invited to Attend</b>	Tracy Winwood (TW), SEND Manager (Family Services) – Priority Lead Mark Gower (MG), GY&W CCG DCO Kathryn Searle (KS) IES/WS CCG DCO Clare Besley (CB), Integrated Service Manager - Priority Lead Fran Arnold (FA), Head of Children Social Care Field Work Julia Ilott (JI)– Engagement Hub Lead Wendy Allen – Project Manager	
<b>Invited Guests:</b>	Catherine Ratcliffe (CR) Consultant for Contact Alastair Thompson (AT) Impower	

**PART A – contains items that could be disclosed in full to the public and staff**

Item No	Item Description	Lead Officer
1.	<b>Welcome &amp; Introductions.</b> <b>Apologies:</b> Lisa Nobes; Kathryn Searle; Sarah Nasmyth-Miller; Nicki Cooper;	Allan Cadzow
2.	<b>Minutes from July 2021 Meeting</b> <b>Action Log-</b> to update action log.	Allan Cadzow
3.	<b>SRO Report and SEND Performance KPIs</b> RS presented SRO report <ul style="list-style-type: none"><li>• MG would like to work with and understand and support how children go into inpatient beds.</li><li>• Alastair Thompson (AT) from Impower was introduced to board.</li><li>• Level of demand for emotional support has increased. Working extremely hard in Emotional Wellbeing hub. Hoping to get through backlog through December, referrals have significantly increased since returning to school.</li><li>• Crisis service – via First Response, Emotional Wellbeing and Crisis Outreach service – come online February 2022.</li><li>• With regards to the CYP Mental Health capacity review - Sarah Gibbs – flagged up that data was an issue, and that report is now advising that there is not capacity as issues with how data was being provided indicated incorrectly.</li><li>• NSH – Significant risk for therapy services as they are at capacity and unable to meet need, discussion on how we plan for future tension on how we respond and prioritise to provide service and avoid tribunals. Unable to increase capacity for current level of demand.</li><li>• Paul Hill – NSFT – Mindful for Afghanistan families bring enormous complex work how we plan for this – significant trauma to support. Working group has been established with Walter and Adrian.</li></ul>	Lianne Nunn/Ros Somerville
4.	<b>Case Study Update</b> Update has been provided regarding Arlo.	
5.	<b>Risk Register</b> Risk Register current position needs to be rag rated. <b>ACTION</b> – Risk Register to be reviewed by Garry, Lianne, Rebecca & Mark & Kathryn.	Allan Cadzow/ Graham Beamish

	<ul style="list-style-type: none"> <li>Consider language use of Waveney as separate.</li> <li>Suggest Waveney, East &amp; West Suffolk to ensure inclusive of all CCG's</li> <li>RM – suggested Capacity are we recruiting staffing – system risk needs to be added to the Risk Registry.</li> </ul>	
6.	<p><b>SEND Independent review Report</b></p> <p>RS Presented</p> <p>Recommendations will be woven into our SEND Priorities.</p> <p>NSH – Would like to see culture and partnership reflected in the final action plan.</p>	Lianne Nunn/ Ros Somerville
7.	<p><b>Co-Production Update</b></p> <p>Presentation from WA regarding our progress in coproduction and next steps.</p> <p>Catherine updated:</p> <ul style="list-style-type: none"> <li>Coproduction means different things to different people, working to model of coproduction</li> <li>Genuine Partnerships are happy to provide training</li> <li>4 Cornerstones – welcome and care, value and care, communication – language and actions. Working in partnership.</li> <li>Governance – understanding what coproduction is, and this is being explored</li> <li>Consensus across PC to a number of groups being part of this.</li> </ul> <p><b>Next steps - How we bring together the interim group and PC.</b></p> <p><b>Julia Illot</b> – manage CYP engagement hub – echoing happy to happy training or understanding on how this works. Fly flag of YP and how their views might differ.</p>	Wendy Alen/Catherine Ratcliffe
8.	<p><b>Health Outcomes</b></p> <p>KPI's for Health look at making a difference, how do our health services make a difference to young people.</p> <p>Working with business intelligence team, across health what areas of health would we like to report on.</p> <p>Approval that we can go live with what we have whilst working through aspirational and transformations.</p> <p>Process for review.</p> <p>Agreed by Board</p>	Lianne Nunn

	<b>ACTION</b> Paul Hill to speak to KS	
9.	<b>Communication messages</b> <b>ACTION</b> Respond to young person I statements with a 'You said' we did' <b>ACTION</b> Ensure SEND report and Integrated plan are available in a easy read version for Young people.	Wendy Allen
10.	<b>Forward Plan</b>	Allan Cadzow
11.	<b>Any Other Business</b>	All
	<b>Next Meeting is scheduled for Thursday 25 November 10am – 1pm in Elisabeth Frink Room Endeavour House and MS Teams</b>	