

KEY	
White	Action required
Amber	Outstanding/overdue action
Blue	Completed and closed

## SEND PROGRAMME BOARD ACTION LOG

Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status
166	20-Jan-20	All board members to visit schools across Suffolk to see the YP in their own environment. Please ask Susie Tulk to help co-ordinate.	All	24/03/2020	on hold due to COVID, Jul-21 - consider from September 2021	Ongoing
203	27-Jul-21	KPI1 - AC & NH to discuss PC survey and possible include Healthwatch survey	AC/NH	Sep-22	28/09 NH to arrange meeting. NH to discuss with SPCF to develop, KPI review to start April-22	Completed
204	27-Jul-21	KPI's to be reviewed alongside work with KS,SB & following outcome from the SEND Independent Review	SB/KS/GB	Sep-22	Outcomes meeting scheduled for 16/02/22. KPI review to start April-22, draft to be shared at SPB November -22	In progress
207	28-Sep-21	Paul Hill to Contact KS regarding Health Outcomes	PH & KS	Sep-22	Follow up in January 22. KPI Review to start April-22. Draft to be shared at SPB November-22	In progress
209	28-Sep-21	SEND Report & Integrated plan will be produced in Easy Read	WA & JI	Dec-21	WA to contact Nicola Warwick, Initial discussions with IMPOWER Work to commence Feb-22. Work is underway with SCC Comms team. Slight delay due to capacity and vacancy for SCC Communication officer in LO team. Work will recommence Apr-22. Consider if this is still necessary, due to vacancy and capacity in comm this has not been progressed. <b>May -22 AC to discuss with Comms 'Easy Read' support available. Passed on to CF to explore easy read guidance and training.</b> Easy read trainign and licenses have been agreed and work wil start once training has been completed. CF has already made contact with SPCF to look at some options 22/09/22. Family friendly version published October-22	Completed

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## SEND PROGRAMME BOARD ACTION LOG

Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status
215	25-Nov-21	Board members to follow up pledges to YPN (See minutes for detail)	All	Dec-22	Update needed, on agenda for May-22. Update provided next update December 22. YPN report is being finalised which include details of this, slight delay due to IT issues that are being resolved 22/09/2022.	In progress
217	24-Jan-22	Session for colleagues across, Health, Education & Social Care to map case study Amy to new model pathways and review differences	WA, LN, KS, HH, SB	May-22	28/04/ - WA Emailed colleagues to arrange a session. 25/05 Chased colleagues	Outstanding
218	24-Jan-22	AC & LN to discuss how Health join up with SEND Accountability Board	AC & L Nobes	Mar-22	Update due at PB May. AC to discuss with Lisa Nobes how health are represented at SENDAB. Discussed 21/07 to discuss and link in re ICB Governance. Jessica Fleming is rep on SENDAB.	Completed
228	27-May-22	WA to contact Sue Willgoss regarding case study permission	WA	44743	Requested 24/06/22. Case continues so is not appropriate for SEND PB as yet.	Completed
232	27-May-22	RS to discuss with FA re mediation contract as some parents are being told there is no availability	RS	Jul-22	Discussed with FAI, further discussion are underway. Continue to monitor as we understand issues were resolved	Completed
233	21-Jul-22	NSH & IC to review case study to new pathways to see what difference could have been	IC & NSH	Sep-22	Initially meeting has taken place, changes to processes have already identified how new panel process would have assisted YP journey. Follow up to discuss other areas will be updated to PB in November 2022	In progress
234	29-Sep-22	Clare Besley to share details re Inclusion Week for AC weekly meeting	CB & AC	Sep-22	AC included in weekly message	Completed
235	29-Sep-22	AC to discuss with Suffolk Learning & Development how SEND level 1 training can be mandatory for all staff working with CYP in SCC.	AC	Nov-22	AC has discussed with Loretta Greenacre to progress	Completed

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SEND PROGRAMME BOARD ACTION LOG						
Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status
236	29-Sep-22	AC – to consider how/ SPB should be informed of serious incidents such as the recent double homicide.	AC	Nov-22	AC will inform SPB as required	Completed

Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Closed
5	12-Oct-17	Gain understanding of the contracting position of organisations across the partnership to ensure that SEND and Local Offer are effectively embedded across	JM / LN	30/11/2018	Paper to be brought back to Nov 18 P/Board	Completed
23	11-Dec-17	It was agreed to analyse the results alongside the SPCN survey and identify key themes and differences and then what we are going to do in response	HH	23/02/2018	Draft presented to Inspection Visits - will progress and send out - action closed.	completed
25	11-Dec-17	Hannah agreed to share results and publish on the local offer, SPCN site and The Source and via SPCN conference 9th June	HH	23/02/2018	Easy read draft presented to Inspection Visit in April - to finalise and then distribute - action closed.	completed
35	18-Jan-18	Transition Guides being developed. Joint work to be done so a minimum number of guides are created for P4 work	BC / AW	30/05/2018	Draft guide presented to Board in May 2018. Well received. Amendments to be made ready for publication end July 2018. To close	completed
43	23-Feb-18	Feedback on EHC QA process.	BC/TW	30/01/2019	Reschedule to May Board due to YP Networking Workshop. <b>June 2019: Independent Review of Quality and Compliance of EHC Needs Assessment Advice and EHC Plans commissioned. Report available by end of July 2019.</b>	Complete
44	23-Feb-18	Tribunal Process: Plan awareness raising and process development across education health and care for new trial	TW/JCM/BC/MC	31/03/2018	New system now in operation	Completed
45	23-Feb-18	Funding re Assessment Centre Discussion re resource of clinical psychology.	CGC/LN	30/04/2018	agreements now in places with NSFT and community health service	Completed
46	23-Feb-18	Coproduction workshops attendance	AOC/JM/SPCN	17/03/2018	Workshops scheduled and attendees invited	Completed
47	23-Feb-18	Education Sub Group - Inform Ofsted Regional Office	Jwelsh	31/03/2018		Completed
49	23-Feb-18	Messages for Stakeholders	JM / AOC	28/02/2018	Stakeholder communications prepared post Feb Board and distributed.	completed
50	15-Mar-18	Request to not embed documents in the agenda	BB	11/04/2018	Noted for going forward	Completed

51	15-Mar-18	To recruit mainstream school representatives to contribute to the SLCN Work	JM	30/06/2018	2 representatives identified	completed
52	15-Mar-18	AOC to contact NHSE regarding Omission of Norfolk & Wav CCG from ministers letter	AoC	30/04/2018	Email sent to NHSE and DfE - action closed	completed
53	15-Mar-18	MG to arrange for Norfolk & Wav to nominate clinical Lead to work on assessment centre development	MG	15/04/2018	Ongoing - to combine with action 45 - therefore close	completed
54	15-Mar-18	Review position of Comms going forward	JM	30/04/2018	SROs met with JT, plan developed. Programme Manager to assist.	completed
55	15-Mar-18	SROs to do a review of risks at Priority Leads mtg	JM/AoC	30/03/2018	Completed and at this board	Completed
56	15-Mar-18	Move SEND Programme Board to bi-monthly from May	BB	01/05/2018	On agenda - action closed	completed
57	15-Mar-18	GCG to contact NSFT to arrange for a rep to be involved in the Assessment Centre	GCG	30/04/2018	Ongoing - to combine with action 45 - therefore close	completed
58	17-Apr-18	JJ to provide a verbal update on Emotional Wellbeing Hub	JJ	31/05/2018	On agenda under Priority 3 update- action closed	completed
59	17-Apr-18	Communications to be a standing agenda item for May Board	BB	31/05/2018	On agenda - action closed	completed
60	17-Apr-18	Comms Plan include how the Programme Board will engage Children & Young People in SEND developments	JT	30/09/2018	Denise now in place item reschedule for Jan 2019	completed
61	17-Apr-18	Educational lead to be identified for priority 1.	JM	31/05/2018	Education Lead identified. To close	completed
62	17-Apr-18	Risk six to be updated and amended	AoC	31/05/2018	Completed - on agenda - action closed	completed
63	17-Apr-18	Stakeholder messages to be distributed - including updates on Priority one and two	JM/LN	31/05/2018	Completed - updates on websites	completed
64	17-Apr-18	NSH requested Therapy Paper be tabled at next meeting	NSH	31/05/2018	SRO discussed and discussed at Board, needs to be aligned with Sufficiency work. LN to take forward with SB, therefore to close.	completed
65	17-Apr-18	Meetings to be extended by one hour once bi-monthly	BB	31/05/2018	Closed - September and November 2018 meetings extended	completed
66	17-May-18	BB to invite Sara Blake to all Priority Leads and Programme Board meetings	BB	31/05/2018	SB Invited to all meetings - To close	completed
67	17-May-18	AOC to follow up with PB, BC and MG regarding contracting position and updates	AOC	31/05/2018	Ongoing - Emails sent to Leads, waiting for a date for meeting. <b>Same as number 5 - to close and transfer into one action</b>	completed

68	17-May-18	LN to ensure that NSFT and GYWCCG are included in the discussions and identify a CCG Commissioning Lead to attend meetings.	LN	30/06/2018	See response to Number 45 - <b>to close and transfer into one.</b>	completed
69	17-May-18	JM to update new Lead re Assessment Centres, Hannah	JM	30/06/2018	Completed. Action Closed	completed
70	17-May-18	AOC to include updated Comms Plan in June Programme Board agenda	AOC	30/06/2018	On agenda - to close	completed
72	17-May-18	DfE/NHSE letter from Inspection on 17 April 2018 to be circulated to all Board members	BB	31/05/2018	Letter circulated to all Board members - to close	completed
73	17-May-18	Emotional Wellbeing Hub update in June 2018	JJ/SB	30/06/2018	On agenda - to close	completed
74	17-May-18	JJ to request that Emotional Wellbeing Hub records where people learnt about service to assist with communications plan	Steve Bush	nov	270618 - Kathryn Ramsey, Hub Manager to look at how this can be asked and recorded on the Hub system. Update to be provided at July Board. Update in January 2019. The performance framework is under development for the Hub and this will be included. <b>Update- Source of referral not currently recorded for each service users on IAPTUS. Questionnaire for the service to be developed which will include where people learnt about the service as a specific question.</b>	Complete
75	17-May-18	SEND Sufficiency Plan - JM to ensure Steering Group has right representation and timings of meetings suitable to all	JM	30/06/2018	Attendee's of Steering Group sent to all Programme Board attendee's. To close	completed
76	17-May-18	HH to invite Young Ambassadors to Programme Board in November 2018	HH	30/11/2018	Young people invited, on forward plan and HH prepping for event. To close	completed
77	17-May-18	Risk Register amendments: Update Risk 5, 8 and close risk 15	AOC	30/06/2018	All updated - to close	completed
78	17-May-18	NSH to provide updates to Risk Register	NSH	30/06/2018	Email received 14 June 2018 - to close.	completed
79	17-May-18	BC to submit business cases for LD Health Checks	BC	30/06/2018	Business case submitted and circulated to Board - to close	completed
80	17-May-18	BB to circulate the business cases for approval virtually.	BB	30/06/2018	Business case submitted and circulated to Board - to close	completed

81	17-May-18	BC & MG to submit amendments for health for Transition Guide asap.	BC/MG	30/06/2018	Amendments submitted - to close	completed
82	17-May-18	JT to review final draft of Transition Guide	JT	30/06/2018	Completed - Document reviewed by JT	completed
83	17-May-18	Pre-BB to circulate pre-payment presentation to be circulated to all Board members	BB	31/05/2018	Circulated to all P/B members - to close	completed
84	17-May-18	TW to review e-learning and update SPCN	TW	30/06/2018	Email to chase sent on 170618 & 240718. <b>Loretta G needs to disseminate SEND Programme.</b>	completed
85	17-May-18	Revised Comms Plan to go to June 2018 Programme Board	JT	30/06/2018	On agenda - to close	completed
86	17-May-18	GCG/JT to ensure involvement of families/carers in Sufficiency Work	GCG/JT	30/06/2018	Familiy events held - to close.	completed
87	14-Jun-18	To send further communications to schools as a reminder of the recent team structure changes.	JM	31/09/18	Further communications to be sent in Sept 18. - COMPLETE	completed
88	14-Jun-18	To activiely promote the work of SEND for LD week	JT/JM/AH	31/07/2018	Action Closed as unable to progress due to other significnat Comms being released - Transport consultation.	completed
89	14-Jun-18	To distribute L/O flyers in book bags and with SCC key staff	CB	31/07/2018	Completed, to close	completed
90	14-Jun-18	To work with SPCN on Self-assessment day 12 July 2018	AOC	12/07/2018	Discussion ith SPCN post Programme Board. Agenda timings updated. SPCN included in emails from Theme Leads however recognised AL commitments. Names identiifed for 12th July 2018. Communications gone out via Activities Unlimited for other parents/carers to support.	completed
91	14-Jun-18	SENDIASS and SPCN will go out to members to ask what communications families want.	AH/SF	31/07/2018	Ongoing, closing date 31 July 2018, NJ to ask SPCN – COMPLETE	completed
92	14-Jun-18	Identify a lead within SCC CYP Comms to assist with monthly letter	AC	31/07/2018	Completed HS identiifed as lead and attending Board - to close	completed
93	14-Jun-18	Priority Leads to identify monthly comms for staff and families/CYP	Priority Leads	31/07/2018	On agenda for Priority Leads 2 July 2018.	completed
94	14-Jun-18	Complete coproduction feedback and send out questionnaire to all attendee's	AOC	31/07/2018	Completed, questions sent out - total five responses. All comments included in paper	completed

95	14-Jun-18	Discuss and agree way forward for Comms	JM, LN, AOC	31/07/2018	Additional resource sourced - to close	completed
96	17-Jul-18	SPCN to seek feedback from parents re Local Offer info.	AH/JH	10/09/2018	Jo Hammond to follow up	completed
97	17-Jul-18	Neurodevelopmental Pathway - SB to follow up with JJ & LM re ongoing work and task & finish group.	SB	31/07/2018	Programme established to pick up	completed
98	17-Jul-18	Crisis Support - SB & SBH to meet to take forward Crises Plan.	SB/SBH	15/08/2018	Programme established to pick up	completed
99	17-Jul-18	HH to review age ranges of CYP forums to ensure that there are no gaps.	HH	31/07/2018	The YP's network has reduced the lower age, so there is now no gap. This is being taken forward using the funding agreed by the board.	completed
100	17-Jul-18	AOC to update performance data and recirculate.	AOC	31/07/2018	Completed	completed
101	17-Jul-18	NJ to add CiC and EHCPs to future performance reporting.	NJ	31/08/2018	to meet – COMPLETE	completed
102	17-Jul-18	NJ to add SEND KPI's to September agenda.	NJ	31/09/18	COMPLETE	completed
103	17-Jul-18	PB to lead a small working group to harmonise clauses in all contracts. To include DCO's, ACS & Public Health.	PB	31/10/2018	To report back to January 2019, SEND Programme Board	completed
104	17-Jul-18	HS, AOC & NJ to work on Comms and distribution of messages.	HS/NJ	03/08/2018	To report back to January 2019, SEND Programme Board	completed
105	20-Sep-18	Can priority 1 please engage with YP, to understand further. Hannah Holder to action with young people, how do we make info and social media accessible for young people, best to engage	LN	31/11/18	LN to pick up and explore this issue to address	completed
106	20-Sep-18	Can Priority 1 please engage with YP, to understand further. Hannah Holder to action with young people, how we do make information and social media accessible for young people, best to engage.	HH	31/11/18	HH has raised this request with the coordinator of the YP Network so they can follow up with the network. Suzy Tulk to take forward - Claire Besley to chase	completed



107	20-Sep-18	<b>NSH will clarify how health is represented through the new admissions process and how MH is represented</b>	Fiona Whitfield	26/11/2019	conversation needed between helen stanley with NSFT on new process for admission and how, role for NSFT on panel for requests for children to go into specialist provision 14/11/19- meeting held with Helen and Tracy on the 30/10/19, NSFT representation agreed for all SEND meetings. Diary dates being secured with NSFT staff	Completed
108	20-Sep-18	We ensure we support clinicians effectively through tribunal element, could there be training	TG	30/10/2018	Agreed TG should proceed with health training	completed
109	15-Nov-18	NSH will set out the model for SLC going forward	NSH	26/03/2019		completed
110	15-Nov-18	Working on publicity for SENDIASS service and working with young people directly to improve webstie	Debbie	26/03/2019	Allan C to check on progress with Loretta in Stacey's absence	complete
111	15-Nov-18	Arrange EHCP & Support training for Health Professional. JCM to determine training needed for social workers and come back to SEND PB with a bid	Tabitha G Janet C M	26/03/2019	Tabitha has arranged dates for health training tribunals.	completed
112	15-Nov-18	Start to gather evidence in preparation for Ofsted Revisit	JM/LN	18/01/2019	Revisit taken place 21-23 Jan 2019	completed
113	15-Nov-18	Consider how SCC and Health work closer regarding workforce development	Debbie	26/03/2019	Allan C to check progress with Loretta in Stacey's absence	complete
114	31-Jan-19	SB to convene a meeting to resolve health issues re assessment centres in west and east Suffolk areas	Sara B	26/03/2019		completed
115	31-Jan-19	<b>After Ofsted Revisit findings it was agreed to schedule formal items on the forward plan on 4 signifcant areas. NJ to coordinate with Leads</b>	Jaime H	26/03/2019	Jaime is to rotate key themes from the action pland for forward plan for Priority Lead	completed
116	31-Jan-19	Full refresh on Risk Register which responds to Ofsted revisit	Jaime H	16/07/2019	<b>JH has drafted the risk register refresh and sent to Judith M for comment</b>	completed
117	31-Jan-19	Proposal for remaining funding within SEND Reform Grant for March Board	Nathan J	26/03/2019	Proposal collated. Board Paper presented on 26/3/19	completed

118	31-Jan-19	Hannah S to action recruitment need for the Assessment Centre	Hannah S	26/03/2019		completed
119	31-Jan-19	Amanda Dunn to resubmit Reform Grant for Developing the 18-25 Offer with updates	Amanda D	26/03/2019		completed
121	26-Mar-19	<b>Sara B to lead on developing Health section on Ofsted CQC Revisit response plan</b>	Sara B	16/07/2019	Defer until new appointment	complete
122	26-Mar-19	<b>Judith M will develop action plan and powerPoint presentation for DfE/NHSE in line with Board feedback &amp; circulate final version</b>	Judith M	16/07/2019		completed
123	26-Mar-19	<b>Clare B to co-ordinate a response from early help and communicate to NSFT and SB to coordinate look at how this can be encapsulated within steering group meetings</b>	Clare B	16/07/2019		Complete
124	26-Mar-19	<b>Barbara B to book date and venue in September for SEND Self Evaluation Review Day</b>	Barbara B	14/05/2019	Booked Kesgrave Conference Centre for Friday 4th October	Completed
125	14-May-19	<b>Maria Hough to provide an early report on Multi agency assesement at September Board</b>	Maria H	26/09/2019	Need to add this to November plan	complete
126	14-May-19	<b>Leigh Ramsay to do a demo on the wheel at the next board</b>	Leigh R	16/07/2019	On the agenda for 16th July	completed
127	14-May-19	<b>Leigh Ramsay to send infor on wheel to NSH for him to share</b>	Leigh R	16/07/2019		completed
128	14-May-19	<b>Tracy W to procude key worker report and embed in the priority report for July Board</b>	Tracy W	16/07/2019	Focus has been on EHC Needs Assessments. Online module and evaluation to be undertaken during summer break and best practice guide availabel for Family Services staff from Sept 2019.	complete
129	14-May-19	<b>Nic S-H to circulate the evidence report on OT and sensory integration provision to Board</b>	NSH	16/07/2019	Circulated with board papers	Completed
130	14-May-19	<b>Lisa N to share some of the QA report with AC</b>	Lisa N	16/07/2019		complete
131	14-May-19	<b>Judith M to agree who is taking forward the transitions guide work and update the board</b>	Judith M	26/11/2019	Challenge - not met JM to meet with all PL in this area to push it forward and meet to have this conversation.	Completed

132	14-May-19	All future board to be updated with performance progress against target both quantitative and qualitative included in KPI work	Tracy W	Nov		Complete
133	14-May-19	Jaime H to add in the spot feedback captured via frontline practitioners to support performance data	Jaime H	16/07/2019	Added into KPI requirements	completed
134	14-May-19	Jaime H to discuss with Jo Hammond re how we monitor people handed between services and what to expect	Jaime H	16/07/2019	Jaime is working with Jo on this	Complete
135	14-May-19	JH/BB to invite Fiona Whitfield to future boards	Barbara B	29/05/2019		completed
136	14-May-19	Lisa N to pick up with Pat L re NSFT Workforce development sessions and how it is applied to wider workforce	Lisa N	16/07/2019	NSFT to provide a matrix and more information about - SEND training strategy part of mandatory training. Intranet page developed	Complete
137	14-May-19	Lisa N to ensure NSFT external provider look at pathways and access to ensure joined up for ND work and MCP process	Lisa N	16/07/2019		complete
138	14-May-19	Jaime H to work on shortened business case template for SEND Reform Grant bids	Jaime H	16/07/2019	In progress	Complete
139	14-May-19	Jaime to share overarching plan and send key messages re comms to prompt board to agree	Jaime H	16/07/2019	In progress - part of strategic brief	complete
140	16-Jul-19	OT Provision for MAAP - investment has been agreed and need to move forward to delivery	Lisa N/NSH	26/11/2019	S & L needs have been incorporated - OT provision and mental health role still needs to be agreed. The OT provision will be part of the MAAP and that a review of this should be presented at each board. LL to work with SPCN to map out pathway).	COMPLETED
141	16-Jul-19	Risk Register to be updated before the next board to incorporate action plan changes and any programme changes	Jaime H	26/11/2019	Completed	Completed

142	16-Jul-19	KPI Dashboard update - add in: -Post 16 destination; - backlog figures for EHC data; baseline data for 16/17; narrative for illegal exclusions; local offer contextual info to show where they have had communication	Jaime H	26/09/2019	Update -	Complete
143	16-Jul-19	Flag with managers regarding better sharing of NEET	Judith M	26/09/2019		Complete
145	16-Jul-19	Training on tribunal package - Tracy W to attend and include SENCO	Anne H	29/09/2019		Complete
146	16-Jul-19	SEND Wheel - Live in August move to full push on Comms plan and a campaigning launch in September with 95% target for provider info by September	Leigh R / Jaime H	26/11/2019	Completed	Completed
147	26-Sep-19	WFD - Loretta to send the WFD strategy/plan to Fiona Whitfield to enable her to understand links and join up	Loretta	26/11/2019	Shared pagetiger link for WFD offer and offered support where needed to take anything forward with NSFT	Completed
148	26-Sep-19	WFD - Jaime and Judith to meet with Loretta to fully understand the WFD offer and and review progress	Judith/Jaime	24/03/2020	Meeting scheduled for Nov - all information shared with Jaime and need to review offer to plan for next 12 months. Stacey Bell to work with JM, KS, JH and WFD to agree how quality work feeds into WFD plans moving forward. Meeting needed.	COMPLETED
149	26-Sep-19	Meeting set up to progress and agree the OT provision in the MAAP	Judith	Mid October	Completed	Completed
150	26-Sep-19	Meeting set up to agree the MH provision for the MAAP	Lianne	26/11/2019	Completed	Completed
151	26-Sep-19	Definition and agreement of the role of health at system meeting for SEND and who should be attending	Lisa N	26/11/2019	Completed	Completed
152	26-Sep-19	AC to speak to Public Health about agreed funding that was provided to by CYP for community work - this is relation to the lack of resource being offered for SEND	Allan	26/11/2019	Completed	Completed
153	26-Sep-19	Review of the revisit action plan to ensure all areas are updated and accurate	Judith/Jaime	26/11/2019	Yes and included in the board papers	Completed

154	26-Sep-19	<b>FT and Perm exclusion information and guidance provided to improve knowledge and understanding - share with jaime</b>	Debbie	26/11/2019		Completed
155	26-Sep-19	<b>Transforming care - definition of key worker to be shared with board and how this role fits with YP, SW etc</b>	Lianne	26/11/2019	Circulated with board papers	Completed
156	26-Sep-19	Review SEND reform funding to ensure forecast spend is correct and check that funding is being used	Judith/Jaime	24/03/2020	Held meeting - report to sent to board once completed by JH	COMPLETED
158	26-Nov-19	<b>WM to meet with Anne to review any safeguarding issues that were raised by families in response to the survey.</b>	WM/AH	ASAP	TBC - assuming this has happened due to urgency needed.	Completed
159	26-Nov-19	<b>JM/LN/AH/JH to have meeting before XMAS to understand any initial 'quick wins' that we can move on and also to plan the SEND strategy approach.</b>	Judith M/ Lisa N / Anne H/ Jaime H	24/03/2020	Quick wins to still be a focus but strategy planning approach agreed and process underway - item in agenda to share next steps. <b>meeting required JM to organise</b>	COMPLETED
160	26-Nov-19	<b>JH to draft a joint statement for leaders to go out with the release of the SPCN survey results.</b>	JH	Nov	Completed	completed
161	26-Nov-19	<b>JH to communicate outcomes to those who attended the event. To link the feedback into the strategy planning work and to ensure that a 6 month review 'you said, we have done' communication is planned.</b>	JH	Nov	Completed and sent	completed
162	20-Jan-20	Meeting to be organised to look at survey results in more depth to understand any quick wins and to also ensure the feedback is fed into the development of the new SEND strategy. To include LN, RH, Judith, SPCN and SENDIASS	JM/BB	24/03/2020	Meeting held with AH/C K-L/JM/LN to review and agree next steps on 12/6/20 Follow up actions agreed and work now ongoing	COMPLETED
163	20-Jan-20	Rebecca to share information about the Waveney service offer with AH and the board of how families can access outreach.	RH	24/03/2020		COMPLETED

164	20-Jan-20	NSH to supply all children data for the KPI report going forward. Lianne to support. LN wants to review data to make sure it reflects what is important not just access times. LN to continue working with GJ, RH and SPCN to develop better data sets.	NSH/LN	29/09/2020	LNu working with NSFT to ensure data is provided, ongoing review of KPI data across health	Joined with 157 as all relates to similare issues
165	20-Jan-20	SEND Young People Network. What can we all do to support activity in schools. AC to contact East Suffolk Council to see what support they can offer.	AC	24/03/2020	on hold due to COVID	completed
167	20-Jan-20	JH to look at other groups the YP could present to in SCC and wider – work with Susie Tulk on this.	Jaime H	24/03/2020		Superceded
168	20-Jan-20	SEND Strategy Framework. It was agreed that all messaging would be owned by the board : JM to agree wording and send out next week	JH/JM	24/03/2020		completed
169	02-Jun-20	Review the links with Social Care re joint QA work for EHC needs assessments	SB/WM	21/07/2020	WM – meeting arranged to discuss SC QA issues/data etc. TW,KS to be included.	COMPLETED
170	02-Jun-20	Board identified the need for a more detailed review of Permanent Exclusions	JM	21/07/2020	Scoping of deep-dive underway with HMI secondee supporting	COMPLETED
171	02-Jun-20	Comms needed re pausing the SEND Strategy 2020-2023	JH	21/07/2020	JH to provide a comms piece to reflect early 2021 to relaunch and that transformation and positive change continues without the strategy	COMPLETED
172	21-Jul-20	Lianne N to escalate data provision within NSFT	LNun	29/09/2020		This is covered by 164
173	21-Jul-20	JH and JM to meet with Martin to look at EET data and the reporting system.	JH/JM	29/09/2020		Complete
174	29-Sep-20	TW to bring overview of audit process to Oversight board in October and to next programme board in November.	Tracy W	24/11/2020		Complete
175	29-Sep-20	JH to update risk register and report at future meeting.	JM	26/01/2021		Complete

176	29-Sep-20	The board supported the need to investigate the current gap in mental health support in schools. LN and JM to set up a meeting to discuss how this can be taken forward.	LN/JM	24/11/2020	Meeting helpd and Gap understood. 2nd lockdown has impacted progress. Needs exacerbated by pressure on EWB Hub.	Superceded by MH Transformation
177	29-Sep-20	JH to ensure a full outline of the virtual self-assessment process and virtual co-production of the strategy will be circulated via email to the board to ensure we can meet the deadlines.	JH	24/11/2020	This action is underway	Complete
178	29-Sep-20	AC asked for private diagnosis of ASD/ADHD to be picked up outside of the meeting to be moved forward/discussed further.	LNun, GJ, SG, NSH, SPCN	24/11/2020	Meeting in the diary to discuss the CCG view on private diagnosis, SPCN are part of this meeting. This outcome will then be progressed for sign off through the relevant governance processes. The action is closed but will be added to the forward plan for the new year	Complete
179	29-Sep-20	Understand existing systems and IT that can support more joined up reporting etc to support data sharing. Work already underway to look at health systems - visibility of this work to be shared with the board and how we can link any new/changes to systems together.	SG/LNun	31/03/2021	Proposed data set to be produced. To come to next Programme Board Meeting.	To Close. This action to be absorbed in on-going work to refresh the Oucomes Framework
180	24-Nov-20	NH to link in with AO and SPCN to discuss feedback from families linked to specific schools/provision. To triangulate all evidence we have across Schools/Parents/SENDIASS	Nicki Howlett	26/01/2021	NH has linked with AO and is sharing monthly & annual reports. Plans to explore an online feedback form for families about services across education, health and care	Completed
181	24-Nov-20	AO, JH and MB to look at some alternative measures that could be included in reporting KPIs moving forward.	Adrian O/ Jaime H/ Mark B	31/03/2021	Meeting in Jan to discuss	To Close. This action to be absorbed in on-going work to refresh the Oucomes Framework

182	24-Nov-20	JH to consider how a measure/data to demonstrate timings of an annual review final plan could be included in the development of the KPIs	TW	26/01/2021	Tracy W would need to confirm how this could happen with EMS with Martin Hole. This work has been absorbed in the Outcomes Framework refresh	Superceded
183	24-Nov-20	AC to write to all Heads/CEX to reiterate the need for inclusivity and the worrying rise of PEXs. JM to draft comms for AC	Allan C/ Judith M	26/01/2021	To do once all children are back in school 8/03 and PEX Deep Dive report has been to Programme Board - Jul-21 AC & RS to review	PEX report presented to 25/03 Programme Board
184	24-Nov-20	ACTION JH to share the Strategy Plan timetable with all.	Jaime H	26/01/2021		Complete
185	26-Jan-21	AH asked if the programme report could have a summary update on specific actions for each priority areas that could be shared with parents and carers to demonstrate progress. JM agreed that as part of the governance review this could be included.	JM / Graham B	31/03/2021	JM has convened a meeting on governance and another on communications to pick up these issues	Completed - included in governance proposals
186	26-Jan-21	TM asked how he could understand more about the options for him as a school head when faced with potential PEX. TM has some ideas as new to Suffolk	JM		meeting between JM/TM to discuss moving forward	Completed
187	26-Jan-21	PH to share link to website re MH support for families with SPCN and JH	PH		PH in touch with SPCN	completed
188	26-Jan-21	JM/GM/AH to meet to agree comms for parents/carers on how funding works (Context: Practitioners are aware of cost but not driven by cost in providing what is right for a child, but are seeking best value from providers. Cllr Evans pressing for more equitable funding via F40 group.)	JM/GM/AH	25/03/2021	JM has booked comms meeting with SPCN	completed
189	26-Jan-21	JM to set up 1 meeting only task and finish group to review the governance of the SEND Strategy	JM	25/03/2021	Meeting set up for 4 March 2021	Completed



191	26-Jan-21	Services to be reminded to have conversations with families when there is, for example, a delay to assessment because of C-19 (and how to access self help) and that SENDIASS can help	NH TW	25/03/2021	SENDIASS as an appropriate source to signpost families towards highlighted at Programme Board. Letter has been drafted to referrers about possible delays in being contacted by the EWB Hub. ADHD Team have agreed to communicate with families as to expected delays in response times	Completed
192	26-Jan-21	All to push comms to encourage contributions on 4 week Strategy consultation. "professionals" to be replaced by "practitioners" Requested that there was a specific mention of communicating with education in priority 1: In the move from primary to secondary for those without an EHCP with SEN – no information should be lost and this should be standardised as a process.	JH / GrahamB	26/03/2021	Strategy Consultation concluded. Draft changes being made to Strategy	completed
194	28-May-21	WA to make amendments to case study to reflect Board comments, pass on the Board Thanks to Young People	WA	30/06/2021	Completed and closed	completed
195	28-May-21	WA & HH to look at a transitions case study	WA & HH	27/07/2021	Included in July agenda	completed
196	28-May-21	TW to provide Nic SH an update on SEP	TW	03/06/2021	Completed	completed
197	28-May-21	SEP - Draft comms to provide transparency of where the process went wrong.	TW	30/06/2021	Jul-21 update to be included in the launch and following SEP Review & SEND Independent Review	completed
200	28-May-21	SPCN responses draft response to be shared with AO	GB		Completed July 2021	completed
205	27-Jul-21	Time to listen events	WA	Oct-21	To be discussed in September PB, dates agreed and communicated 11/11/21, feedback to be gathered via SPCF after events	Completed
206	28-Sep-21	SEND Risk Register to be reviewed with Health	GJ, LN, RH, MG and KS	Nov-21	Meeting arranged for 12/11/21 - In progress 25/11	Completed
208	28-Sep-21	I statement responses to YPN	WA	Nov-21	Added to Priority Meetings	Completed
210	28-Sep-21	Programme Board update for AC weekly message	WA	Sep-21	Sent 30/09/2021	Completed

193	25-Mar-21	C&I school in Ipswich not progressing as quickly as anticipated. Brian G to make some enquires after Judith has an up-to-date response from Joy Stodart and advice on what challenges are ongoing.	Brian G/Judith M	28/05/2021	Remains behind schedule, due to hand over 22/12/2022. Meeting due between Paradigm and Inclusion to discuss contingency - Opening would not be delayed until Sept 2023, but if build delays any further this may happen. Uodate still going through planning process, Murrayside has been identified as a contingency to provide placements	Completed
198	28-May-21	SEP - New process to be drafted to include key dates to allow for placement panels to take place. Cut off dates to be communicated.	TW	01/09/2021	Planned for August 2021, SEP has moved to area based, terms of reference and Scheme of delegation will be ready for January 2022	Completed
199	28-May-21	Nic SH to contact AC regarding Estates and strategic leads operating in isolation	NSH		Jul-21 - AC & NSH to discuss at DMT, meeting arranged for Oct-21. NSH to follow up	Completed
201	27-Jul-21	Case Study - NSH to check health support is available for 'Susie'	NSH		NSH to liaise with SNS linked to 202, Jan-22 support updated as being provided.	Completed
202	27-Jul-21	Case Study - NSH to lead in depth review with SNM re case study	NSH/SNM		As above, due to capacity move to complete	Completed
211	25/11/2021	Add Suicide Prevention to future agenda	WA	Mar-21	Added to Forward plan for March 2021	Completed
214	25/11/2021	YPN Presentation to be shared	WA	Dec-21		Completed
213	25-Nov-21	NSH to link in Suicide Prevention report to NDD pathway	NSH	Mar-22	Barnardoes were aware, 2 initial triage panel discussion, part been regarding risk assessment. Barnardoes mindful of routes for support, there are some interesting things to capture around CYP with communication problems, Further inteagency pathways to be reviewed	Completed
216	25-Nov-21	NSH/LN & GJ to discuss with Amy Long regarding working with Impower on the Case Study review	NSH, GJ & LN	Dec-21	Multiagency attendance at Case studies, Health colleagues attended Jan-22 date	Completed
220	24-Jan-22	WA to complete Communication plan actions	WA	Mar-22	Completed, YP section added, AC weekly message updated and open letter shared.	Completed

212	25-Nov-21	L Nunn and R Hulme to discuss linking together regarding commissioning for bereavement support	LJoyce & R Hulme	Mar-22	Amendment R Hulme & L Joyce re Suffolk Wide approach, connect PH - Chris Pyburn. LJ to follow up <b>May-22 Linked with Public health, work is progressing through CYP Suicide prevention plan. Cindy Dunklin leads on Child Death Review</b>	Completed
219	24-Jan-22	WA to widen communication of the Integrated Plan	WA	Feb-22	Easy read version has been delayed due to capacity, work will restart Aril 2022. Communication has been strengthened across partnership meetings, with attendance at team meetings across CYP. Update re work with IMPOWER and Kate Dodd, request to close action as now part of on going comms plan.	Completed
222	31-Mar-22	LJ to meet with SPCF & YPN rep to see if the Family Friendly Test can be used for YP.	LJ/TW/JI	Jul-22	Progressed with Ben Richardson governance lead for CHRIS team	Completed
223	31-Mar-22	regarding email address on Local Offer to request EHC N	WA	May-22	PCF agreed interim change whilst process for en	Completed
224	31-Mar-22	WA to email for feedback on KPI's	WA	Apr-22	Email sent 201/04, reminder sent 29/04, KPI working group meeting arranged 5 May 2022	Completed
225	31-Mar-22	WA to request updates to LO Website are shared with SPCF to communicate widely	WA	Apr-22	Request sent to Leigh Ramsey 29/04/2022	Completed
226	31-Mar-22	Request for green paper to be sent to Programme Board	WA	Apr-22	Sent 31/03/2022	Completed
221	31-Mar-22	NH to email Paul Hill re case mentioned on not receiving help after self-harming (once permission has been sought).	NH/PH	May-22	Update due at PB May, WA to chase/ 24/06 Emailed NH & PH	Completed
227	31-Mar-22	SPCF to follow up with Rebecca Hulme re Waveney equivalent for the NDD Pathway	WA	May-22		Completed
229	27-May-22	WA to assist in promoting SPCF Open event	WA	Jul-22	Attendance included RS, Fal, KS, JH, LJ, GJ AND AU	Completed
230	27-May-22	Harriet to discuss with Julia Grainger, Nic Smith Howell, Lianne Joyce and Hannah Holder on representation for LL group	HW	Jul-22	Working groups now involve volunteered members	Completed

231	27-May-22	GJ to feedback to Tricordant that the priorities need to be coproduced with SEND stakeholders, and should not create anything out of the SEND Programme Board	GJ	Jun-22	RS, LJ and WA completed template transferring SEND Programme and adding development of work including I Statements	Completed
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