

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 alongisde 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 Commumication officer in LO team. Work will recommence Apr-22. Consider if this is still necessary, due to vacancy and capacity in comm sthis 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
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, Educaton & 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 coleagues. KS & WA drafted 30/12, Follow up meeting 18/01- Presented to Board 26/01/23	Completed

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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 onitor 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. Update to be shared at Jan-23 SEND Programme Board	Completed
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 leve 1 training can be manadatory for all staff working with CYP in SCC.	AC	Nov-22	AC has discussed with Loretta Greenacre to progress	Completed
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
237	29-Nov-22	Requested that the case study review is completed and brought back to SEND Programme Board in January-23	KS	Jan-23	KS & WA drafted review, joined up with Health providers and social care	Completed
238	29-Nov-22	Case studies working group will occue prior to programme Board to include joined up learning for the system	WA	Mar-23	WA arrange multiagency meetings for March & May Programme Board	In progress
239	29-Nov-22	SPCF to seek permission and share details of concerns raised of YP admission in the Waveney area	SW	Jan-23	SW has shared with RH, RH is looking into this.	Completed