

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

SHADOW IMPROVEMENT BOARD (Prev SEND Acct Board) ACTION LOG

Action No.	Meeting Date	Action	Owner	Deadline	Progress	Action Status
SIB01	01-Mar-24	FA to give update to Board on situation regarding refresher training	FA	03-May-24	The service has committed to hold two training days in the Summer term, this will be progressed and a update can be shared in July-24	In progress - monitored as part of SEND Strategy
SIB08	03-May-24	LN & EM to discuss how governance from the Improvement Board will progress into SCC Cabinet & Health Boards	LN & EM	05-Jul-24	Governance arrangements to be present to ECS Scrutiny Committee and Audit - with expected recommendation for future reporting. LN - Advised same reporting would be shared at ICB boards	Update to be provided in July
SIB09	03-May-24	HW & RS to discuss points raised at Improvement Board, including changing language of target, additional break down of EHCNA, to show number of assessments agreed made, final plans, number refused, number overturned at mediation,	HW & RS	05-Jul-24	In progress - Performance data has been updated and further developments are being reviewed.	
SIB011	07-Jun-24	Terms of reference to be reviewed as part of July board add to forward plan	WA	05-Jul-24	WA added Terms fo reference to forward plan	
SIB012	07-Jun-24	AR to request a alternative councillor to attend SPCF Lowestoft event	AR	05-Jul-24	AR confirmed Debbie Richards will attend Lowestoft event in Jul-24	
SIB013	07-Jun-24	Jamie Mills to discuss with colleagues if NSFT & WSFT can attend the Lowestoft SPCF event	JM	05-Jul-24	Jamie Mills has contacted colleagues, who have confirmed attendance from NSFT - WSFT are unable to attend.	
SIB014	07-Jun-24	Nicola Beach to explore NSFT attending the Improvement Board	NB	05-Jul-24	Email sent 24/06 - In progress	
SIB015	07-Jun-24	RS to follow up communication to Inclusion Services on not cancelling meeting with SPCF, anyone unable to attend can send someone in their place.	RS	05-Jul-24	Communication has been cascaded through Service Leadership to staff, and will be updated further through Core Messages. Nicola Beach has also emailed out to Partners to reiterate to the message. ICB have raised at Internal MDT meeting to ensure the message is shared across the ICB.	
SIB016	07-Jun-24	RS to discuss with Sophie Martin, RISE and SPCF re the coproduction work.	RS	05-Jul-24	Meeting have taken place, a consensus has been reached to initiate with a listening exercise, and relook at the RISE proposal. RISE have suggested that associate joins the work, who will bring a wealth of expereince as the former chair of a parent care forum and the National Parent Carer Forum.	
SIB017	07-Jun-24	RS to follow up regarding sharing the complaint information and process.	RS	05-Jul-24	Customer Rights confirmed that Easy Read is in progress. Update 19/06 - Draft easy read shared with SPCF for feedback.	

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SIB018	07-Jun-24	KH to invite SENDIASS to Complaints meeting	KH	05-Jul-24	Kate House to send complaint meeting to SENDIASS, to review anonymised complaints and the wording used	
SIB019	07-Jun-24	RS to provide results on the % of reviews for Suffolk Local Offer Website	RS	05-Jul-24	<p>WA requested from CF - Update to be provided in Board summary report. Used 11 times in total (against 171,204 total pages viewed)</p> <p>9 said page not helpful (82%)</p> <p>2 said it was (18%)</p> <p>Breakdown</p> <p>8 were about the NDD pages (73%)</p> <p>1 about a PFA page (9%)</p> <p>2 about education pages (18%)</p>	
SIB020	07-Jun-24	HW to arrange for update to Performance Report	HW	05-Jul-24	To be shared at July Improvement Board, GJ updated - JM - Meeting with HW W/C 24/06	
SIB021	07-Jun-24	HW to follow up on timescales for GOSS system for complaints dashboard.	HW	05-Jul-24	Adam Session confirmed this has been escalated, and is a priority to be resolved. - As of 26/06/04 tthis has been resolved and progress is underway.	
SIB022	07-Jun-24	RS to discuss with service on having SPCF included in interview panels	RS	05-Jul-24	Agreed SPCF to be invited to interviews where possible, to be agreed as required.	
SIB023	07-Jun-24	JM/GJ to update Board on working group for the right to chose for July-24 Board	JM/GJ	05-Jul-24	GJ - Will provide a Update following working group 22 July 2024	
SIB024	07-Jun-24	SW to share example plans for RS to look at how updated plan examples can be shared with induction for new staff	RS	05-Jul-24	Emailed SW & CS 28/06/24 for an update	
SIB025	07-Jun-24	RS to clarify on data performance that 'finalised data' means that plan has been issued so clear to readers.	RS	05-Jul-24	Completed.	
SIB026	07-Jun-24	All to review and consider use of language.	All	05-Jul-24	Ongoing action for all.	
SIB027	07-Jun-24	JM/GJ to provide HW with Health data prior to next Board.	GJ/JM	05-Jul-24	In progress - Performance data has been updated and further developments are being reviewed.	

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