



Minutes

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| Name of meeting | Isle of Wight SEN Reforms Implementation Group Meeting |
| Date and time | 12.15pm, Wednesday 16th July 2015 |
| Venue | Council Chamber, 4th floor, County Hall |
| Attendees | Cllr Richard Priest, Lead Member for Children's Services (Chair) Chris Jones, Education Officer, SEN Reforms Implementation Lead Lynn Mead, SEN Reforms Implementation Project Manager Kate Symes, SEN Services Manager Claire Franklin, Parent's Voice - Parent/Carer Representative Rachael Hayes, Lead Commissioner, CCG Andrew Briggs, Commissioning Manager for 14-19 Jackie Boxx, Commissioner for Special Educational Needs Debbie Morris, Commissioning Manager, Adult Social Care Amanda Tickle, People Matter Lorraine Shotter, Parents' Voice Sue Holman, Head Teacher, St George's School Anna Price, Communications Team Leader Lorraine Shotter, Parents' Voice Michelle Jones, Commissioner, CCG Sarah Coppin, Minute Taker |
| Apologies | Julie Stewart, Head Teacher, Medina House School Rob Winfield, Operational Service Manager Jo Payne, SEN Lead, Christ the King College |
| 1 | Minutes of previous meeting and matters arising RP welcomed everyone to the meeting and introductions were made around the table. RH advised that she had not attended the previous meeting but had been represented by MJ who does not appear on the attendees list. |
| Action | Minutes of previous meeting to be amended to reflect RH's apologies and MJ's attendance – CM to action LS advised that she had not received papers due to the wrong e-mail address being used. It was noted that this had previously happened. |
| Action | SC to review e-mail addresses for all invitees and create new distribution list for Admin Team to use for future meetings Pg2 – it was asked what LODO means. LM confirmed that LODO is the Local Offer Designated Officer role. |

The group talked about the Hartlepool Parent Guidance and noted that it had been shared with the EHCP work-stream group.

Action Hartlepool Parental Guidance to be emailed with the minutes

Pg4 – the group discussed symbols and the use of Makaton. It was noted that no one lead symbol type had been chosen at this time but it was suggested that the Web Team could take this lead role or possibly Becky Revert, Principal Speech and Language Therapist, who has had a lot of input with the theory behind the Makaton and advised the EHCP workstream. It was noted that there has been a lot of interest in the symbols with the Isle of Wight College using a similar template, although this is not mandatory for them to do so.

Action Request Becky Revert to bring a short paper to September Board Meeting on the consistent use of symbols across the SEND Reform work streams including the Local Offer webpages.

It was asked what the expectations are from the template on the schools. It was stated that this is up to the individual schools. It is hoped that the schools will use the templates to encourage parents, carers and children to access the Local Offer in a way which is user friendly to everyone with no acronyms and with information owned and grown by the schools over time. Schools are not expected to use the template, as they need to submit their School SEND Information Report, but it is seen as a useful tool to use as a starting point which can be developed.

It was confirmed that the Final Legal Requirements have not yet been published but are imminent.

Action When final legal requirements are published Jane Chown to bring a final paper to the subsequent Implementation Board.

The Pg5, sentence 2 should read young person will be favoured from age 16 as per the Mental Capacity Act - CM to amend minutes accordingly

No further amendments were made to the minutes at this point.

No declarations of interests were made at this point.

2 Highlight Report and Project Plan

LM advised that everything is progressing well and stated that a useful link would be sent to everyone relating to Transitional Arrangements (Transfer Reviews).

The Workstreams are moving forward. Personal Budgets are now meeting regularly. RW sends his apologies for today. The group will be meeting again on the 24 August.

LM is meeting regularly with the key leads, which again is helping to keep things moving forward.

Action **All leads requested to provide written reports for inclusion in the Highlight report, not only verbal updates.**

Action **André Imich Feedback from his June meeting to be emailed with the minutes from this meeting.**

LM stated that the project plan shows the timeline of the Project and the activities over the coming months. It's a useful tool for everyone to keep an eye on and will eventually include all work stream identified activities. Now needs EHCP and PB activities to be complete.

Action **Full project plan to be brought to September Implementation board meeting – Lynn Mead.**

Local Offer – AB advised that there has been lots of work going on but only one meeting so far. More meetings have been arranged. Gavin Muncaster has now set up the test site for those in the work stream group to view and test and the QA process has been started.

As already mentioned the template has been distributed and is being used; there is also interest from GPs and School Nurses and great thanks go to MJ and CCG colleagues for their help and support with this.

There are concerns around the short time period. Also for the Social Care information not being received within the requested time frame. The work stream have used a specific time frame giving a phased approach which means that this is not yet critical but if a few pages miss their deadline by just a few days then the RAG rating could quickly drop from green to amber.

Information about the Local Offer will be available at the forthcoming Short Breaks Fun Day on the 25th July.

AB reiterated that the Local Offer will develop once in place from 1st September. AB again gave his thanks to MJ and Health colleagues.

Personal Budgets – RH advised that the group has spent a lot of time trying to understand Personal Budgets which are new to everyone involved with children. The group have been looking at process for children but also alongside adults and also aligning the policies and processes with adult services.

Three families are involved with pilots, two for the Local Authority and one for Health which is age related.

It was noted that differing IT systems and timescales are the major risks for the workstream. RH also talked about reviews and the

differences between the expectations between the Continuing Care Guidance, that expected by Adult Services and the one year statutory review.

DM advised that RW will be writing an Appendix to the Adult Policy and DM will be cross referencing the Adult Policy to the EHCP. Janet Paine of Legal will be checking both documents prior to publication.

RH confirmed that appeals will be held via the same tri-partite process as is currently used.

It was noted that Hampshire Health have employed an independent consultant to progress Personal Health Budgets.

It was further noted that there is no reference to Fair Access to Care Eligibility and no mention of transport in the statutory instrument.

Health – RH stated that lots of work has been taking place, with RH and MJ working closely with LM and Hampshire colleagues.

RH now has a job description for a Designated Doctor, stating that it is huge factor, and that she is not sure it is needed for the Island. Discussion will need to be had as the budgets have already been set. Specialist Services are looking to repay £2m and there is no spare funding available.

RH is currently looking at what must be done by when and there are some funds set aside for lower grade posts such as OTs and Physios.

The group discussed expectations and differing investment on the Isle of Wight where many staff have been expected to carry on their day to day work whilst taking on the additional work without additional capacity whereas other areas have had backfill made available.

It was suggested that a User Guide to lead people's expectations through the EHCP so that they are able to understand it more easily would be a good idea. It was noted that parents at the EHCP workstream had wanted liaison with the Assessors.

CJ advised that in most Pathfinder Authorities grant money was available up until 31.03.14 for backfill. However things had moved very quickly on the Isle of Wight and the Island is now in a very good position, although it may not feel like it all the time. Funding is available unto 2016 and there is likely to also be some grant funding available in 2016/17 (awaiting confirmation)

RH stated that the Island needs Educational Psychologists on the Island, along with other key front line staff. This was agreed at all levels, however it was noted that nationally there is a shortage of EPs. It was noted that RH had not yet been able to meet with André Imich and it was suggested that she should be included in the next round of meetings with him in August.

There was a quick discussion about the Autism Referral Centre which will be continued outside this meeting.

It was stated that Adult Social Care is not represented at the Local Offer group and EHCP and they need ensure they are represented so they can meet their obligations.

- Action** **CJ to ensure that RH is included in future meeting invites with Andre Imich.**
- Action** **ASC to identify reps to attend both Local Offer and EHCP workstreams.**
- Action** **LM and CJ to meet ASC to run through their obligations for the Local Offer and EHCP.**

3 EHCP readiness

As already noted front line capacity, EPs Speech and Language Specialists OTs Early Years Teachers are all in short supply.

Parents have concerns about processes, that they are not engaged enough. KS advised that the Hartlepool model has been reviewed by the group who felt it to be a workable model. KS will now “Isle of Wight” the Hartlepool model prior to distributing to the Board members for approval.

KS advised that from September she and Heidi Carden will be blocking out one morning a week when they will be available to parents and professionals to discuss all aspects of EHCP, providing support to parents who have concerns about Plans. Further that Casework Officers will be providing Outreach Sessions around the Island in schools and Children’s Centres again with parents and professionals, acting as facilitators/co-ordinators for EHCP.

KS provided a copy of the final draft of the Islands EHCP stating that the page 5 guidance heading need to be added in.

KS advised that a decision had been made by the work stream group to go against the advice of André Imich in relation to sections F, G and H and the way in which they were worded. Further, the group had decided to keep the Family Environment section and Our Story.

KS confirmed that there will be a ‘type in’ version for everyone. This will allow for facilitators and co-ordinators to complete the forms for those parents that aren’t able to and for schools to complete them and save them securely.

It was asked who will be responsible for reviewing the Personal Budgets. It was stated that as most PB are likely to be social care or Health orientated it will be part of the joint working or Senior Officer to

ensure the review is undertaken. The team will all be trained and will work together once the plans are rolled out fully.

EHCPs will be overseen by a Casework Officer from SEN who will delegate other areas of work to other Officers.

Action **Health breakdown in EHCP format agreed to be addressed as 4 CoP Areas as per rest of EHCP document, not using 10 Continuing Care areas.**

Action **CJ to action Isle of Wight logo on K3 schools information**

Action **SK to add “working document” to EHCP format.**

Action **Youth Offending Team (YOT) and the EHCP (Rachel Hayes) needs to be considered for the IOW.**

It was stated that André Imich had requested additional families be included in the pilot but this has not been practicable due to the timescales involved (20 weeks to complete the trial and this will not be complete prior to 1 September 2014) and the impending summer holiday period. It was reiterated that this was not because colleagues did not want to but due to capacity and timescales. Further, it was felt that it was more important that staff were fully ready and confident to use to systems in September than to run further pilots.

4 Transfer Review arrangements

At the usual transition in years two, six and 11 there will no longer be Annual Review meetings – this will be replaced by a Transfer Review Planning Meeting. This will capture Our Story/My Story. Once the SEN team send out the first letter to the families this will trigger the 14 weeks Transfer Review timeline for completion. The EHCP will replace the Statement of SEN and s139a/More On Plans.

It was acknowledged that there are concerns for Secondary Schools.

The Transition from child to adult services at year 14 will need additional planning (transferring s139a LDAs in to EHCPs).

Action **CJ to share transfer information available (plan and template K3TR)**

5 Outcomes discussion paper

LM provided the outcome paper explaining that it is an evolving paper from Hampshire for review and comment. It was acknowledged as a helpful paper.

KS and JB will feed it back to SENCOs

6 Communications

The group discussed who needs to know what, when and how and how to keep the message current.

Messages are sent to Headteachers and it was suggested that these can be sent to Governors and SENCOs. It would be useful to use the school newsletters at the beginning of the academic year to send out a fresh message to everyone reminding them of the reforms.

AP advised that the Fun Day will include the reforms. AP also stated that information in the form of posters and flyers has been sent to a variety of organisations and companies and asked whether any feedback had been received.

KS advised that Heidi Carden would be visiting all schools to talk about the reforms and this might be something that needed to be released into the press and also suggested that the County Press may be able to print an update on the progress being made on the reforms prior to the schools going back in September.

It was mentioned that YOT need to be included in the Plan to prevent them falling through the net.

Action

**Communication requirements to be discussed by lead officers
20 August 2014**

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Date of next meeting

12.15pm, Wednesday 24 September 2014
Council Chamber
County Hall

Apologies, action updates and requests for parking spaces to be sent to charlotte.mallows@iow.gov.uk

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Forward agenda items

- Full Project Plan to be brought in September with PB and EHCP requirements on it (LM)
- Personal Budgets in practice: Process and practice across social care and health (RW/RH)
- Personal budgets: Families experiences from the trial (2 families with support from PV)
- Legal implications of the final Regulations and Code of Practice for the SEND Reforms (Jane Chown)
- Transfer Review arrangements (KS/CJ/HC)
- Joint Commissioning (LM)