



Minutes

Name of meeting	Isle of Wight SEN Reforms Implementation Board
Date and time	12.15pm, Wednesday 30th April 2014
Venue	Council Chamber, 4th Floor, County Hall
Attendees	Chris Jones, Education Officer, SEN Reforms Implementation Lead for Hampshire and the Isle of Wight (Chair) Lynn Mead, SEN Reforms Implementation Project Manager Rob Winfield, Service Manager, Operations and Disabled Children's Services Daron Perkins, Transitions Team Rachael Hayes, Isle of Wight CCG Lynda Burroughs, Parents' Voice Lorraine Shotter, Parents' Voice Julie Stewart, Head Teacher, Medina House School Jackie Boxx, Commissioner for Special Educational Needs and Alternative Education Programmes Peter Shaw, Head Teacher, Carisbrooke College Dorothy Harrington, Parent Partnership Kate Symes, Manager of SEN Specialist Services Samantha Rooney, SEN Lead Isle of Wight College Sue Holman, Head Teacher, St George's School Caroline Carpenter, Educational Psychologist, Southampton Council Jo Payne, Assistant Head, Christ the King College Debbie Morris, Commissioning Manager, Adult Social Care Maxine Leppard, Head Teacher, Broadlea Primary School Sarah Coppin, Minute Taker
Guest	Andy Newman, Event Campaign and Youth Council Support Officer
Apologies	Amanda Tickle Debbie Lavin – represented by Samantha Rooney Anna Price, Media Team Leader
1	Minutes of previous meeting and matters arising RH advised that she had not attended the meeting but that she had sent apologies. Pg1, item 3: LS stated that no minimum figure should be attributed to the parent representation to ensure that the group is quorate. It was agreed that only a parent/carer representative should be in attendance.
Action 1a	It was agreed that the minutes of the meeting on 26th March 2014

be amended to reflect the correct number of parent/carer representatives to ensure the group is quorate

Minutes were signed off as an accurate representation of the previous meeting.

2 Declaration of Interests

None raised

3 Legislative update

CJ stated that the progress has been good and that the programme for change is in the best possible position it could be at this time. Key documents have been published by Government and it is important that partners take time to read these. The link has been distributed but will be included with the minutes of this meeting.

The DfE have provided a presentation which gives a consistent approach nationally. CJ stated that the key messages are clearly and the presentation will be very helpful to all going forward.

Action 3a

DfE presentation together with links to the legislative updates to be circulated with finalised minutes

CJ talked through the presentation. Page two is a reminder to all as to what everyone is working towards; a new joined up approach starting from birth. Page three provides an overview of the Children and Families Act and shows that there are no significant changes since the primary legislation. The Authority is working positively towards getting the key mechanisms in place to deliver the reforms.

Moving through the slides CJ noted that the feedback from parents and young people gives very clear messages to the professionals. Parents and carers know their children and clearly want to be involved with the process change as do the children and young people. They have said they want a voice and for that voice to be heard.

Referring to slide 8 CJ advised that the Children and Families Act 2014 received Royal Assent on 13th March 2014. The new Regulation documents have not yet been seen however it is known that there are some minor changes to the terminology used. The DfE expectation is clear that Local Authorities will be in a position to implement the SEN reforms from 1st September 2014 although it is understood this will not be fully. Transition to the new EHC plans will take place over a period of three years for Statements of Educational Need and two years for LDAs and there needs to be clear planning and arrangements in place.

CJ asked whether the Workstream groups are covering the joint commissioning, by the Local Authority and CCG, of services as per

the first bullet point on slide 7.

Action 3b

Workstream Leads to ensure that their groups are working towards “LAs and CCGs will work together to commission services jointly to secure a better integrated system for 0-25 year olds” as per slide 7

Slides nine to 16 set out the key duties for the Local Authority, Social Care, Early Years and Post 16 settings, schools, CCG and clinicians. It was noted as interesting that clinicians have been separated from the CCG. For schools the legal duties do not change but the expectations are worded differently further that this is the first time that Post 16 has been included in legislation. However this also raises a conflict in that choice and control is being given to the young people however decisions are having to be made about placements earlier. This is also the first time that clear expectations have been set out for Social Care.

Slide 18 relates to Information, Advice and Support and is new for consideration by all workstreams. The Parent Partnership and FIZ are available but there is a need to build in further flexibility. This aspect has not been seen before and was not part of the Pathfinders.

CJ confirmed that slide 20 provides clarity in the expectations for Personal Budgets.

Looking at slide 21 CJ stated that there is a change in the terminology which is helpful and should aid the resolution of conflict together. The Isle of Wight SEN Service has been part of a mediation trial hence the lower number of Tribunals. CJ felt that the changes will be very helpful to strengthen the relationship and working together for Health and Social Care in relation to Tribunals.

It was noted that Hampshire have a preparing for adulthood Workstream and this might be considered on the Island if it isn't already covered within the current workstreams. Having Andrew Briggs as part of the groups will provide input in this area.

CJ asked for comments from the assembled group.

RW stated that the slides do provide areas of clarity however Transition between Children's and Adults Social Care is very important and a lot of work will need to be undertaken but also will need to have consideration in a lot of the work carried out indirectly.

LM advised that she had identified a number of items that will need to be added to future agendas such as joint commissioning, 'transition' planning from Statement to EHC Plan, culture change, Transition from Children's Social Care to Adults (18-25 years). It was acknowledged that there had been a very useful meeting with Health and Adult Social Care and there will be a move forward in this area.

LS asked about mediation and what information is available if the Island has been part of a pilot in this area. CJ advised that this area is secure for the next financial year as there is a contract in place with Global Mediation. After this time the Island will probably be part of the Hampshire commissioning process which is currently looking at what is available in the market place.

Action 3c

CJ to share findings of the mediation pilot at next meeting

4

Project Manager's Highlight Report

LM advised that the main focus for the previous month has to develop the workstreams. There has been good engagement with a wide range of stakeholders who are moving the project forward.

LM and RW have had an initial meeting with Andy Newman and Anna Price in relation to Comms and Andy will be taking the lead in this area.

Social Care and Health professionals for adults are really engaged with all processes.

Action 4a

LM to distribute link to Pathfinder documents for reading by all as a learning tool

LM advised that she is in post until the end of July 2014 and that the Island desperately need resource to co-ordinate and take the process for change forward.

The project as a whole is ragged as Amber as there is a lot to do in a very short time but the Authority and its partners will be in a position to partially deliver for September 2014. Good progress is being made by all.

LM noted that Andre Imich of DfE has provided positive feedback and will be attending a further meeting shortly.

Workstreams

Local Offer – JB

JB confirmed that the group have met a number of times since the last Implementation Board and that the format of the meetings will be changing as the Workstream has naturally progressed.

Three subgroups have been created

- Education and schools – looking at format and content to publish
- Area wide Health and Social Care – looking at what is available; the Local Authority's expectation of services. There has been lots of discussion around raising the bar for minimum expectations
- Design of content and functionality of website – JB has met with parents who homeeducate on the Island and they are keen for a

local offer and are supporting of the concept.

The groups are looking at details around activities and the challenges. There is a lot to do and produce. There is good engagement from all stakeholders.

A risk to the Workstream would be the sufficiency of resources and the quality of the representation across the providers.

It was noted that Transition is a key area and that the Isle of Wight College and Adult Social Care are looking at this. Andrew Briggs, Commissioning Manager for 14-19, will now be a regular member of the sub-group.

It was suggested that it is the Services to be included that need to be reconsidered rather than the providers. The providers will follow naturally once the right Services have been identified.

The group have a good idea of what will be possible for September but are continuing to look forward. It was stated that that it is likely that there will be a minimum core available from September which will be developed and will increase in the number of providers and services identified for September 2015.

JB thanked everyone for their input and support within the group.

PS asked whether there would be some finance available to rectify the resourcing issues. CJ advised that funding is available for a Local Officer Project Officer post to support the programme. Papers have been prepared and it is hoped that the post will be signed off next week. There will be a hand over period prior to LM finishing her contract.

It was acknowledged that parental involvement has been secured in each of the three workstreams.

Education, Health and Care Plan – KS

KS advised that whilst the Workstream is on target and ragged as green there is a long way to go. Meetings have been held and a good cross section of professionals are engaging.

The group is currently working on version 2 of the Plan and this will be sent out with the minutes to everyone for comment. More work is needed in establishing a clear process for the local offer, identifying what is statutory or non-statutory and the pathways to get there.

Concerns were with the Post 16 area but this has been negated by Andrew Briggs for the Local Authority and SR from the Isle of Wight College joining the groups. Jane Franks from Personal Budgets will also be attending.

Parents and school staff are looking at the my story/our story area and whilst there is good representation and input from schools it is lacking from the secondary phase.

Social Care and Health colleagues are reviewing the Appendices written by professionals to give clarity to the EHC Plans.

Moving forward the group is looking at the layout of the Plan and accompanying documents and speaking with statistical neighbours. The final version of the Plan will be available by the end of July and in accordance with the DfE a pilot of the Plan will be run alongside the current Statementing process for one child. The Service has already identified a 2 year old girl for the pilot.

Action 4b

Final EHC Plan to be signed off at July Meeting

CJ referred to the slides and asked that the group be mindful of the expectations of the plan. KS confirmed that the groups have been cross referencing to the Mott Macdonald checklists and will reiterate this message at the next meetings for clarity. They are also reviewing for 'parent friendly' wording.

Personal Budgets – RW

RW advised that the group had held an interactive workshop session which was facilitated mainly by parents. There are some new representatives on the group however mainstream schools are still absent and this is of concern. Management from Adult Social Care are now attending which is good news. It was noted that Health colleagues had been unable to attend the session.

The group is very keen to run a pilot for the Personal Budgets and are look at how this will work and how best to carry out assessments. There are two options – a RAS, Resource Allocation System or a Panel. There also needs to be a link to adult Personal Budgets and it needs to be clear how this links whilst keeping the adults and children's separate. Initial feelings are that the RAS is too much like the DLA form and lacks human interaction. Parents though raised concerns about a Panel and the level of secrecy. Who would be on the panel making decisions, would it be behind closed doors and would there be links to the adult's Panel.

RW advised that other Local Authorities are reluctant to share any information or draft forms at present although Hampshire has been helpful. A paper exercise from start to finish will be undertaken over the next month prior to the end of term to enable educators to be involved. This is however a very tight timescale for all.

It is important to be realistic and understand the costs relating to the Personal Budgets, the packages and the process.

Once the Plan is available this will inform the assessment tool work.

The pilot will run for 8 young people from primary, secondary, mainstream and college settings. Some will have and some won't have experience of Personal Budgets and Continuing Health Care. There is great support from the two special schools, Isle of Wight College and Parents' Voice. There will be engagement with young people via student groups at the special schools and Isle of Wight College.

RW advised that the Workstream is ragged amber mainly due to the possible impacts on Adult Social Care for young people between the ages of 18 and 25. Also the possible additional costs of running double budgets.

RW stated that the day had been very positive with lots of parent engagement and lead.

Health – RH

RH advised that Health colleagues are engaged with the Reforms process but diary pressures prevent them attending all meetings. There are currently only 2 members of staff who cover both adult and children's commissioning so it would be very useful for early invites so that diaries can be rearranged as appropriate. Health already work with Personal Budgets for adults.

RH stated that Health is not a true Workstream as it has its own systems however there is a duty to co-operate with the Reforms although this is not in the legislation nor is there a budget for this.

Referring to the local offer RH stated that this needs to include specialist areas off Island as they are not always available on the Island.

RH confirmed that Clinicians are part of all the workstreams. Further that she has been liaising with the Pathfinders investigating what is already in place for Health services.

One issue for Health is Community Paediatricians which the Island does not have as these are part of the acute provider integrated services. However it may be that an alternative model is implemented in due course.

The CCG Executive is looking at what the reforms mean for the CCG and Health in general. They understand the challenges but are positive about joint working. The Continuing Care process involves a regular meeting which is attended by RW and representatives from education.

RH advised that the programme for Health, whilst not ragged, would be amber primarily due to the lack of budget. However a major risk would be staffing and the ability to plan. A named person to take the

programme forward would be very helpful if the post could also cover Health.

It was noted that a Joint Commissioning Group has been set up with Hampshire Social Care which includes education and NHS England colleagues. This may be a useful forum. The governance process goes through both the CCG and Children's Trust Board. It was suggested that the local offer needs to feed into all groups of this nature.

It was also suggested that it would be useful if for everyone to understand more about commissioning; from the initial idea through the process to what's needed, why and how. Understanding this may inform the core offer as well as the specialist offer as part of the local offer as a whole.

5 Financial Statement

CJ advised that there was a one off grant of £70k for 2013/2014 with an additional £150k in 2014/15. A carry forward request will be put forward for the remaining £56k from 2013/14. This would cover the costs of the Project Officer post at a scale POC to 31st July 2015 as well as the communication costs of approximately £10k.

CJ asked for suggestions for areas of spend for the 2014/15 budget of £150k. RH reiterated that a Project Officer post covering Health as well as Local Authority would be welcomed.

Action 5a

CJ to review recruitment documents for Project Officer post to include partners

6 Communications

CJ welcomed AN to the meeting and noted Anna Price's apologies.

AN provided copies of posters and flyers which have already been created by Hampshire. It was noted that due to time scales it may be prudent to use the ideas of other for the Island information campaign.

A meeting will be taking place with colleagues to build an action plan for the communication of the reforms to all stakeholders.

It was noted that Parents' Voice have already sent out publications and there is no need for this to be duplicated so there will be close liaison with Parents' Voice who are a key partner to ensure co-production of any future material creating a consistent approach and shared message.

There is a fear that by using materials already created by Hampshire that parents from the Island will not have any input. CJ advised that this will not be the case. The initial meeting will be held to scope the communication needs and start to build an action plan. Parents and

other partners will then be fully involved. AN confirmed that the materials created will be identified for the Island's community. AN confirmed that there are strong links with the CCG and NHS Trust Communications Team.

A full stakeholder list will be put together to ensure that all opportunities to promote the reforms are taken.

Action 6a

Partners to provide comments on shared materials to AN by Tuesday 6th May – andy.newman@iow.gov.uk

AN advised that he is also the Youth Council Support Officer and is happy to take any information to the Youth Councillors.

7

Parent/Carers Feedback

Deferred to next meeting

8

Forward plan and any other business

LM advised that she had identified a number of agenda items for future meetings:

- Adult Social Care update – key stakeholders
- Joint Commissioning Position Statement
- Young people engagement
- Parent/Care Feedback
- Communications plan

9

Forward agenda items

Parent/Carer feedback – May – AT

Mediation pilot findings – May/June – CJ

Final version of EHC Plan for sign off – July – KS

10

Date of next meeting

12.15pm, Wednesday 21st May
Council Chamber
4th floor, County Hall

Agenda items, apologies and requests for parking spaces should be sent to charlotte.mallows@iow.gov.uk

Summary of Actions			
Action	Owner	Details	Update
Action 1a	cm	It was agreed that the minutes of the meeting on 26 th March 2014 be amended to reflect the correct number of parent/carers representatives to ensure the group is quorate	

Action 3a	sc	DfE presentation together with links to the legislative updates to be circulated with finalised minutes	
Action 3b	Workstream Leads	Workstream Leads to ensure that their groups are working towards “LAs and CCGs will work together to commission services jointly to secure a better integrated system for 0-25 year olds” as per slide 7	
Action 3c	CJ/cm	CJ to share findings of the mediation pilot at next meeting.	
Action 4a	LM	LM to distribute link to Pathfinder documents for reading by all as a learning tool	
Action 4b	KS	Final EHC Plan to be signed off at July Meeting	
Action 5a	CJ	CJ to review recruitment documents for Project Officer post to include partners	
Action 5a	All	Partners to provide comments on shared materials to AN by Tuesday 6 th May – andy.newman@iow.gov.uk	