

## SMG Meeting 2 – Thursday April 18<sup>th</sup> 2024 – Location: Townhall/Hybrid

### Meeting Agenda:

- Welcome & Introductions (Agenda Flow – Kevin Harrison)
- Minutes of meeting (Kevin Harrison/Sarah Wike)
- SENDIASS Update – data story/staffing/development plan (Sarah Wike)
- Strategy and operational developments/opportunities/challenges (Sarah Wike)
- Next tasks for priority attention (All members)
- AOB (Kevin Harrison)
- Close (Kevin Harrison)

### Meeting Attendees

<b>In Attendance</b>	<b>Apologies</b>
Kevin Harrison – chair (parent)	Bobby M– young person service user
Joanne Ruston – chair (parent)	Marielle Eastwood – FIS Manager
Esther Prager - parent	Daisy Russell - IASSN
Charlotte Allinson-Smith – parent	Nicole Hatfield – parent
Luane Hutchinson– parent	Bev Barnes – parent
Nicola Thomson-Dewey – parent	Bev Bradley – SEND Improvement Team
Liz Eland – parent	Olivia Bennett– parent
Sarah Wike – SENDIASS manager	Ellie Hirst – case support officer
Neil Wilkinson – Post 16	Kim Smith - pupil voice
Laura Hammerton – Early Help	Richard Lynch – Service Director
Jane Grice – Social Care	
Sally Phillips – Transport Manager	

<p>Hermione Rostron – Health  Bethan Poulson - Health  Sue Day – Head of SEND  Peter Stradling – Chair of Barnsley SEND Consortium</p>	
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## **Minutes of the meeting**

<b>Agenda Item</b>	<b>Meeting Discussion</b>	<b>Outcome</b>
Welcome & Introductions (Agenda Flow – KH)	<p>Kevin started the meeting raising etiquette/toilet breaks etc.</p> <p>Kevin then went around the room and started introductions. All people within the room gave their name and their role/reasons for attending SMG. Introductions then switched to Hybrid attendees. Kevin asked Sarah for any apologies, Sarah shared those received.</p>	Apologies recorded.
Minutes of meeting (SW)	<p>Kevin asked if everyone had a copy of minutes and whether there were any matters arising. No one raised objections so agreed as accurate.</p> <p>Kevin asked Sarah to report against the actions raised in minutes and set out below in the action plan. Sarah reported the progress as set out in the action plan, what was achieved is highlighted in green and what is still ongoing in orange to be</p>	<p>SENDIASS to publish the minutes on the service webpages.</p> <p>SENDIASS Manager to create the next action plan to inform service activities and progress towards these in preparation for the next SMG.</p>

	<p>carried over to form part of the action planning following from this meeting, the update reported:</p> <ul style="list-style-type: none"> <li>• Joint commissioning work was underway, SW had met with Head of Service (HoS) for Commissioning and provide data to support the Service Level Agreement (SLA) review and refresh. Sarah also informed the meeting that the commissioning service will also now be representational on SMG.</li> <li>• The meeting with Manager for Inclusion Development asked to rearrange the meeting scheduled and so this is still an ongoing action.</li> <li>• The briefing/practice standards to partners in the local area is in draft and been going through various quality assurance processes within the service and will be published on the web pages of the service.</li> <li>• The filming has taken place too to support accurately reflecting the role and work of the service. And these ill be shared via the service YouTube links as Ellie was on with</li> </ul>	<p>SW to follow up. SW to send the next meeting invites to the SEND commissioning officers. To report back on this at the next meeting.</p> <p>SW to follow up.</p> <p>SENDIASS to circulate and publish the information.</p> <p>Videos to be published and the YouTube pages reestablished.</p>
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	<p>getting those established for the service and these will then be put on the web pages.</p> <p>Sarah reported on the progress made (highlighted green in the action plan) is secured actions and this included:</p> <ul style="list-style-type: none"><li>• Service staff discussed the practice standard of mobile phone usage with active cases and all staff are on board with this.</li><li>• LH and SW met also to discuss linking SENDIASS with the family Hubs and will be able to report on further progress with how this is going at the next meeting.</li><li>• The service has undergone a publicity drive, focussing on publicity and promotion of SENDIASS in the local area.</li><li>• SENDIASS are strategic partners and reports into the partnership board and is linking the reports and outcomes from SMG into that board.</li></ul> <p>Kevin asked if there were any questions for SW about the action plan update.</p> <p>No questions raised at this point in the meeting.</p>	
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<p>Service Report (Attached)</p>	<p>Kevin asked Sarah to present the report.</p> <p>Sarah went through the report and highlighted:</p> <ul style="list-style-type: none"> <li>• The service had seen an increase in demand for case work for appeals/mediations. These were the most demanding of staff time as they require level 4 case work intervention. Tribunal services are also stretched meaning that hearings are taking up to 12 months to be heard, putting an increased pressure on parents/young people undergoing these processes.</li> </ul> <p>Esther asked what the analysis of this was, Jo also echoed this asking what the reasoning was for cases in appeal. Sarah explained some of this is appeals not closed due to the long SENDIST wait times to hearing now, meaning that case work is being carried over and prolonged. Sarah also reported that more often than not the appeals link to section I placement and so this means that often it is necessary to have adjudication if it's a situation where a parent carer is seeking a more expensive specialist placement and the LA believe a more local provision can also meet the child's needs, this</p>	<p>SW to liaise with SD and set up a subgroup meeting. SW to then create a workshop to cascade information across local area for all parents' carers/young people</p> <p>SW to arrange a meeting between parent/young people representatives and HoS to progress this piece of work.</p>
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	<p>then becomes a case of 'inefficient use of resources' in those particular situations. Sarah reported not all go to full hearing as work carries on until date of hearing and many can be resolved before getting to hearing and often are.</p> <p>Esther asked if there was an issue with how the LA made its decisions in LA panels that leads to appeals increasing. Sarah confirmed that the LA do use a panel approach to decision making and that if parents' carers/young people then disagree with that the case can progress through appeal routes.</p> <p>Esther asked how panel reached its decisions and if those decisions were always correct. Sue (HoS) joined the conversation at that point and offered an insight into how panel is made up and explained how panel process is evidenced base to its decision making. Liz asked how parents would know this and how could they contribute to that evidence for panel to give their child the best chance within panel. Jo asked if parents would know what evidence to provide. Sarah said often SENDIASS will support a parent or young person to produce additional representations when their child/young persons case goes to panel, although agreed not all parents' carers will know the important of evidence in decision making. Sarah suggested as SMG we</p>	
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	<p>create a workshop for parents' carers/young people about this process of panel, the necessity for evidence and advise some strategies for how they might participate in their evidence for when their child or young person is being discussed at panel. Sue suggested a meet with her as a subgroup to progress this together. Sarah agreed to set this up.</p> <p>Other aspects of the report discussed were:</p> <ul style="list-style-type: none"> <li>• Service staff have started working from the family Hubs and this was going well in terms of working hybrid.</li> <li>• Partnership Board meetings and the service strategic partnership was going well and linkage between SMG (this process) and that is clear in reports. SENDIASS also contributes to the SEND data dashboard.</li> <li>• Ellie has refreshed the web pages, and these are up to date and progressed this further taking ownership within her role for keeping the webpage current. The service also has solid partnership links with the digital team and communications teams, and this has meant that the service is accessing support quickly to progress the publicity and</li> </ul>	<p>Service to continue to work in partnership in the local area with all partners to ensure an effective IAS offer for families.</p>
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	<p>marketing of the service. Sarah went onto add that the service feels supported by both these departments.</p> <ul style="list-style-type: none"> <li>• Service development plan is ready to be shared on the service webpage.</li> <li>• Sarah talked about the next major pieces of work being the production of the service annual report and undertaking the survey to feel into that.</li> </ul>	<p>Service to undertake a survey of service user feedback and produce the annual report.</p>
National Picture – (IASSN)	<p>Apologies sent due to whole staff training day. Attendance confirmed for September SMG.</p>	<p>SW to make sure that DR receives the meeting details.</p>
Presentation by Health – DSR/CETR processes – Bethan Poulson (presentation attached)	<p>Sarah introduced Bethan Poulson, who joined SMG to share a presentation about Dynamic Support Register. This was in response to previous reporting about SENDIASS seeing a rise in cases for DSR/CETR processes and Hermione facilitated more information about these two areas within the local area. Bethan had prepared a PowerPoint presentation and went through this describing the two processes and giving an overview of what they are. Key headlines from the presentation were, a) anyone can get on the DSR and it is not diagnosis reliant, b) often instigated where there is a high risk of placement breakdown, c) a navigator can help referral process and consent form parent is needed</p>	



	<p>and these roles are neutral people for a parent to talk to discuss choice.</p> <p>Lis asked whether some children/young people had to have been under CETR processes before being placed on DR Register. Bethan explained the DR register is instigated at point of breakdown and/or at risk of criminal activity. Bethan also talked about a parent making a self-referral although a step before this is for a GP/school to make a referral to CAMHS. Sarah asked about how well known these two processes are in the local area and whether this information is on the Local Offer. Bethan said currently its signposting but there is much working going on with the ICB and so it's in progress. Also, that she does attend the Ozone local offer drop-in sessions too. Charlotte asked how parents would know about these processes and Bethan explained that they had been making professionals aware through this type of training workshop being offered today. Laura offered to work Bethan and undertake joint working to get the presentation on the local Offer and Bethan agreed to link up with Laura around this. Peter asked about how this linked into all age mental health strategy. Bethan pointed out that Peter was talking about adult services here and this would link with the adult</p>	<p>LH and BP to link up to develop information for the Local Offer.</p>
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	<p>DSR. Luane asked how many were currently on the DSR and Bethan explained this.</p> <p>Laura raised the disabled children's register (DCR) and wondered if for next SMG like Bethan's presentation we have a focus agenda item on this. Sarah agreed and in general members felt it had been good to have a focus topic on the SMG agenda.</p>	<p>SW agreed to liaise with Laura to secure presentation for the next SMG around the DSR.</p>
<p>Next tasks for priority attention (All members)</p>	<p>Sarah explained the service was going to go through a publicity push not due to need for referrals but to ensure all partners have a clear understanding of the service offer locally.</p> <p>Sarah reported Ellie had refreshed the web page and all information on it and so they are up to date, but she also kept this under review. Ellie reported to Sarah prior to taking leave that she sends her requests to our local IT services who very quickly pick up her requests, she has full autonomy to what she requests, and she has an excellent relationship with that team, and this helps progress things very quickly. Ellie has also refreshed leaflets and posters and works well with the communications team to do this and again</p>	

	<p>reported excellent working relations and fast turnaround.</p> <p>Peter asked for a copy of all policy and procedures for the service. Sarah explained these are all on the webpage and so in the public domain for all partners to access. Sarah asked if the consortium had published policies and procedures given, they were now officially in attendance and a member of SMG. Peter said they had a term of reference.</p>	
AOB (KH)	<p>Kevin asked if there was any other business to be raised in the meeting.</p> <p>Jo asked about the Consortium and its membership of parents across Barnsley, Jo said there was no information about how to join and be part of it. Peter explained it was a collection of parent groups and Jo asked who the collection of parents groups was that made up the consortium. Peter explained this was the Focus for Vision Group, Down Syndrome group, Adastra, Ozone parent group. Peter asked about SMG members being part of consortium work streams and committing to those.</p>	

	Kevin advised Peter to put any requests into Sarah as SENDIASS manager who will then liaise directly with parent reps of SMG.	
Close (KH)	<p>Kevin thanked all for attendance and closed the meeting.</p> <p><b>Date and Time of meeting – Thursday 26<sup>th</sup> September 10.00 – 11.30 Hybrid Town Hall/TEAMS</b></p>	SW to recirculate date and time to members.

### Meeting Action Plan

Action to follow Up	Members Involved	Timescales	Status
<p>SW to draft minutes and circulate</p> <p>SW to resend the meeting link for the next meeting to remind people of when and where it is.</p>	SW	01/08/2024	
To complete the joint commissioning arrangements.	SW/RL	31/07/2024	
Share report at next SMG.	SW	26/09/2024	

SW and SD to arrange the meeting about panel with relevant parties.	SW/SD	31/5/2024	Green
SW/EH to produce a workshop for parent's carers/young people based on the meeting outcomes.	SW/EH	1/09/2024	
SW to invite pursue presentation of disabled Children Register at next SMG.	SW/LH	To present at next SMG 26/09/2024	Orange
SW and BB to meet to discuss linking to settings and the inclusion development team to joint network for children and young people at SEN support.  SW to catch up with BB around Information and advice for parents' carers in early years.	SW/BB	Before next SMG- September 2024	Orange
SW to look at those areas in report amber and progress to be reported back at next SMG.	SW	26/09/2024	Orange
EH to publish service development plan on webpage along with the service practice standards.	EH	31/05/2024	Green
SENDIASS to complete publicity of the service as part of raising awareness of IASS in local area.to publish this on the web pages/social media platforms.	EH	30/06/2024	Green
SW to produce annual report (draft)	SW	15/08/2024	Green
Service to undertake survey.	SENDIASS Staff	15/8/2024	Green

SW to write a briefing/practice standards for local area colleagues about signposting to SENDIASS and this to be put on the local offer.	SW/EH	30/06/2024	
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### **Terminology Explained**

SENDIASS – Special Educational Needs Disability Information Advice Support Service

SMG – Strategic Management Group

SEN – Special Educational Needs

HoS – Head of Service

DSR – Dynamic Support Register

DCR – Disabled Children’s Register

ICB - Integrated Care Board

CETR – Care, Education and Treatment Reviews

SLA – Service Level Agreement

CAMHS – Child and Adolescent Mental Health Services

SENDIST – Special Educational Needs and Disability Tribunal

***Date and Time of Next Meeting Thursday 26<sup>th</sup> September 10.00 am***

***\*SMG Report Attached for September 26<sup>th</sup> Meeting***