

## ESCAN / EPCF SG Team Meeting

14th October 2019, Perceval House CR1 12.30 – 2.30pm

### Minutes

<b>Action Points</b>	<b>By whom</b>	<b>By when</b>
To send out results of audit of health advice for EHCPs to parents	Natasha Patten	ASAP
To draft and circulate a new action plan for the Participation Strategy	Matthew J, Chris J and Natasha P	ASAP
To email Participation Strategy (final version) to Polly B and Madhu B.	Matthew J	ASAP
To ensure Participation Strategy remains a standing item on agenda of these EPCF / ESCAN meetings from now on.	<b>Chairs:</b> Natasha P, Matthew J, Chris J and Gary R	ASAP
To put Participation Strategy as standing item on ESCAN management meetings	Gary R and Chrissy L	ASAP
To set a date for a Participation Event in February / March 2020	Gary R, Matthew J and Brigitte BB	ASAP
To contact Julie Lewis with regards to the review of the SEN Strategy	Gary R	ASAP
To contact the EPCF with regards to a similar event / SEN progress review at schools	Madhu B	ASAP
To meet with Mariya Z (EalingISAID) to get their views on the quality of EHCPs in Ealing	Chris J and Mariya Z	ASAP

To bring data on tribunal cases brought against the LA on EHCPs to the next meeting	Gary R	Next meeting
To rate their own service on levels of parent and young people participation based on the participation ladder as included in the Participation Strategy paper.	All Service Leads	For next meeting
To contact Chrissy Leonard with regards to the next meeting date	Brigitte BB	ASAP
To arrange a meeting on Annual Health Checks with EPCF	Natasha P	ASAP

**Present:**

**Co – Chairs:** Gary Redhead (Assistant Director ESCAN)

Natasha Patten (DCO)

Chris Jones (Children Social Care)

Matthew Jeatt (EPCF-Chair)

**Other members:** Joy Barton (P.E.S.T.S.); Jasmine Bellal (LO Officer); Karen Benedyk (SLT); Izra Bernard (FIS); Madhu Bhachu (Lead SEND & Inclusion) Brigitte Bistrick-Bryan (EPCF); Polly Bradley (FIS); Rachel Brunton (Physiotherapy); Helen Jackson (Contact Ealing); Natasha Patten (Designated Clinical Officer Ealing CCG); Tamara Quinn (LBE); Ruby Sangha (EPCF); Shabnam Sharma (NW London NHS Trust); Natalie Stone (P.E.S.T.S.); Rashid Wahab (EPCF); Kathryn White (Ealing Mencap); Jennifer Wray (EPCF); Mariya Zlatinova (Ealing ISAID)

**Apologies:** Kirstie Ferrett (EPCF); Nick Radclyffe (EPCF); Leslie Dodd (Ealing Mencap); Mary Doody (EPCF), Catherine Scholl (CAMHS LD); Anne Marie Smith (CCG)

**Observer:** Charlotte Girdham (EPCF)

**Minutes:** B. Bistrick-Bryan (EPCF)

**1. Welcomes, Introductions & Apologies:**

Gary welcomed the group as the Chair of this meeting. All present introduced themselves. Apologies were noted. Brigitte explained that Charlotte was a new EPCF Parent Rep who had expressed an interest in becoming a member of the EPCF Steering Group and had therefore been invited to attend the meeting as an observer.

## **2. Minutes, Matters arising and Action points from last meeting (07/06/18)**

The minutes of the last meeting were seen as agreed, as no objections or suggested changes had been received within the allocated time of two weeks after publication. The following action points were discussed:

- Natasha P reported that the joint health report template for EHCPs has been drafted.
- Natasha P reported that an audit of the health advice received for EHCPs had been carried out which would shortly be sent out to parents.

**ACTION: Natasha P to send out results of audit of health advice for EHCPs to parents**

## **3. Notification of AOB**

Local Offer website

## **4. Participation Strategy**

Matthew J reported that the new Ealing Participation Strategy had now been signed off by the SEND Executive Board, however, it had been decided that the action points should be in line with Ealing's existing SEF Priority Action points. Chris J, Natasha P and Matthew J agreed to re-draft the action plan attached to the Participation Strategy to bring to the next meeting.

**ACTION: Matthew J, Chris J and Natasha P to draft and circulate a new action plan with the Participation Strategy**

Polly B and Madhu B requested to be sent the Strategy for information and inclusion on the Local Offer website.

**ACTION: Matthew J to email Participation Strategy (final version) to Polly B and Madhu B.**

Gary R asked for the Participation Strategy and attached action plan to be a standing item on the agenda for these meetings as well as the ESCAN Management meetings.

**ACTION: Chairs to ensure Participation Strategy a standing item of agenda from now on.**

**ACTION: Chrissy L to put Participation Strategy as standing item on ESCAN management meetings**

Matthew J updated the group on the now permanent Focus Group of parents of children with SEND in mainstream schools which meets once every half term. Madhu B had attended the last meeting and had presented the recently developed SEN expectations document which had been very well received by parents. This group will run in parallel to the ELP Send & Inclusion Committee and regularly feed parents' views into the discussions of the ELP Committee.

## **5. Major Event / You said / We did – one year on from Ofsted**

Brigitte B reminded the group that the EPCF had over the past two years run a SEND Advice event in co-production with ESCAN and other LA services as well as other disability related organisations. She suggested for the group to decide today if the official launch of the Participation Strategy should take place at this event in the spring

or if there should be a separate “You said / We did”, “One year on from Ofsted” event for the launch. Matthew J pointed out that the appointment-based SEND Advice event was unlikely to work in its format for a participation event. He suggested the group should decide whether to hold two events or cancel the SEND Advice Day this year to be replaced by this participation launch event.

Gary R asked services for their views on the Advice event and if they felt it had been helpful and should be repeated. Karen B replied that SLT had been busy all morning with parental queries. Polly B (FIS) and Shabnam S (Health) both reported that they had found the event very useful to engage more directly with parents.

The group agreed to run two separate events. The EPCF was to repeat the SEND Advice event before the end of March 2010.

**ACTION: EPCF to organise the next SEND Advice event in cooperation with ESCAN services**

Gary suggested to combine the launch event for the Participation Strategy with the review of Ealing’s SEND & Inclusion plan due to be carried out in March 2020. New priorities needed to be agreed going forwards. Matthew J pointed out that the 12<sup>th</sup> March would be the anniversary of the Ofsted / CQC letter and suggested progress since the inspection should also be reviewed at the same event. Parents and other participants at the event would be able to evaluate progress based on the inspection report as well as give their views on a larger area of services.

**ACTION: Gary R / EPCF to set a date for a Participation Event in February / March 2020**

**ACTION: Gary R to contact Julie L with regards to the review of the SEN Strategy**

**ACTION: Madhu B to contact the EPCF with regards to a similar event at schools**

**6. EHCP Update**

Gary R updated the group on the progress within the SENAS team. By the end of the calendar year 2018, 60% of EHCPs had been completed on time (within the 20 weeks) which had been slightly above the London average. The proportion of plans completed on time had now risen to 85% (without exceptions). 273 plans had been issued in the year up until September 2019 with approximately 100 plans still being in process. 421 plans had been issued last year (2018). The projection was that starting with 2552 plans at the beginning of the year there would be 2795 plans at the end of 2019 which would place Ealing in the top 5% of Local Authorities nationally for the number of EHCPs.

Gary R added that 2 additional Education Health & Care Coordinators had been recruited. The focus was now shifting to auditing the quality of the plans. In addition to drawing up a joint health report template Natasha P had audited 3 plans for the quality of the health input which relied on the quality of the advice from the relevant health professional.

Q: Parents asked if GPs fed into the Health section of EHCPs.

A: Natasha P replied that the Paediatricians contributed with their reports, not, however GPs, for children up to the age of 18. Both Paediatricians and GPs struggled with capacity.

Chris J is currently putting together a team of professionals to develop an audit tool by the end of the calendar year. Brigitte BB suggested to take advantage of ISAID's considerable experience and knowledge around the quality of EHCPs in Ealing in the development of the tool. Gary R suggested for Mariya Z to contact Chrissy L to arrange for a meeting to contribute ISAID's feedback about the quality of the EHCPs they had worked with.

**ACTION: Chris J to meet with Mariya Z (EalingISAID) to get their views on the quality of EHCPs in Ealing**

Q: Matthew J asked if there were any data available on tribunals that showed whether the number of challenges to the plans were rising or declining, the costs and eventual outcomes of tribunals.

A: Gary R replied that the latest national statistics showed a rise in the number of tribunal cases. He believed that in Ealing tribunal cases had decreased in percentage terms but the numbers were currently not available. He agreed to put the relevant data together.

**ACTION: Gary R to bring data on tribunal cases brought against the LA on EHCPs to the next meeting**

Tamara Q updated the group on the progress with regards to the digitalisation of the EHCP process. Work on this had started in January 2019. Parents had contributed to the early discussion around the design of the digital portal, but it had become clear very soon that work had to initially focus on getting the input from the various professionals involved in any plan aligned. The new format had been tested over the summer and most issues arising out of these tests had now been addressed. There was still some work going on around security issues which would hopefully be resolved soon. The aim of the new format was for the EHC Coordinator to do have to do less editing of the advice submitted by professionals.

Work would now start on the Parent Portal. Tamara Q stated that parents as well as young people would be invited soon to contribute to the final version of it. Special schools and EalingMencap had also been contacted for their input.

Kathryn W reported that after Tom's departure EalingMencap had struggled to recruit for his role.

In summary, Tamara Q told the group that the professional portal was due to be rolled out before Christmas this year.

Q: Brigitte BB asked by when the parent portal was due to be open and ready to use.

A: Tamara replied that this should happen as soon as possible. Harpreet was taking over the lead on this within the SENAS team, and the work was due to be completed within 3-4 months. Brigitte BB suggested that this should have high priority as the ability to access the portal was crucial for parents and to improve the quality of the plans. Tamara Q and Gary R both agreed that this work was a priority for them.

## 7. EPCF survey of parents' / carers' priorities

Matthew J explained that the survey was designed to establish the priorities for EPCF's members. Brigitte BB added that the survey results mostly mirrored the Issue Log summary with the EHCP process, SEN support in mainstream schools, the Short-break service and waiting times for CAMHS being high on the list of parents' concerns. The high number of parents mentioning the Speech & Language Therapy Service had been a surprise but needed to be investigated a little further, as this could be mostly parents requesting more of the services rather than having problems with it. Karen B added that the service had encouraged parents attending their workshops to feed back and suggested this could also have led to this.

## 8. EPCF SG Partner Update:

The EPCF's partner organisations gave updates on their services as follows:

**Contact:** Helen J referred the group to the recent CONTACT Newsletter she had distributed.

**EalingMencap:** Kathryn W was standing in for Leslie Dodd but had not been given anything specific to report on.

**EalingISAID:** Mariya Z reported that ISAID had been successful in applying for more funding and had been able to increase its capacity. There were now 3 ½ full time posts with a young person's lead and extensive outreach work to reach post 16 settings. ISAID was mostly approached by parents rather than the young people themselves and was intensifying its efforts to reach out to the young people directly.

Mariya added that EalingISAID currently had 55 cases open with a lot more referrals coming in. They had received a lot of queries around SEN Transport in September which was not uncommon. They had run a workshop for parents on EHCPs together with CONTACT and the EPCF in September. The organisation had now moved to new premises in Sycamore Lodge in Acton.

**P.E.S.T.S:** Joy B reported that P.E.S.T.S. were adding a new, afternoon play session to their existing two morning sessions following high demand. They are also working closely with the Family Information Service to support new families in the Borough.

## 9. EPCF Update

Matthew J reported that the EPCF had continued to increase its membership as well as surveys and feedback opportunities for parents. This had led to an increase of parent volunteers agreeing to represent on various boards within the LA and health services. Two Forum Meetings had taken place where the new volunteers had been organised into different workstreams.

Matthew added that following his and Brigitte's attendance at SENCo network meetings more mainstream primary schools had invited the EPCF to attend parent mornings. Brigitte highlighted as a positive recent parental involvement in the LA's recruitment processes. There were still only 3 parent representatives who had completed the

required Safer Recruitment Training course, however, when she had attended a recent interview process for a senior EHC Coordinator with internal candidates only, all candidates had shown a thorough understanding and commitment to co-production and parent participation which had not been the case in previous recruitment rounds. She did, however, point out that there had also been incidences of apparent lack of understanding of the now agreed principles of participation, e.g. in the planning and communication around the SEN Transport procurement plans.

Gary R asked all parents present how they would rate the current level of participation if they had to rate it from 1-10 (1 being the lowest and 10 being the highest).

Most parent representatives rated participation between 5 and 7, however, the differences in levels of participation and engagement between different services were noted. Matthew J reminded everyone of the positive impact of effective parental engagement and in particular the fact that, once parents and carers have managed to engage with services, they often report satisfaction with the services provided. He suggested that the ratings reflect this. He suggested for Service Leads to rate their own services with regards to the Participation Ladder as explained in the Participation Strategy and ask parents for comments on their own ratings. Gary R agreed this would be a good idea.

**ACTION: All service leads to rate their own service on levels of parent and young people participation based on the participation ladder as included in the Participation Strategy paper.**

## **10. Any Other Business**

- a) Matthew J reported that the EPCF had run a parent information session on Annual Health Checks this morning which had been led by the LD Community Team Nurses. It had become apparent that the message about the availability of these health checks still needed to be more actively spread but also the terminology around it needed to be reviewed. The nurses had confirmed a lack of communication between GPs and the SENAS team with regards to the health part of EHCPs. He suggested for parents to be involved in GP training on these checks. Natasha replied that the CCG had received feedback that all GP surgeries in Ealing were offering the annual health checks in their surgeries. 60% of the checks were being completed. She acknowledged that there were issues around the checks and suggested to look at these in more detail in a separate meeting.

**ACTION: Natasha P to arrange a meeting with EPCF to discuss this in more detail.**

- b) Brigitte BB asked if there was any update on where ARPs were being planned. There had been conflicting reports to parents on the selection criteria for the schools. Gary R confirmed that additional ARPs were being planned according to the local need, i.e. where there was currently a gap in provision. There was currently a particular need in the Greenford / Northolt area. He reported that different schools had been approached and practicalities around transport were also being taken into account. One additional ARP was being planned in Ealing central. 3 schools expressed an interest in Central Ealing. Two of those 3 schools struggled with their site not being able to

accommodate an additional unit which was the reason why the option of an ARP at Fielding was now being consulted on.

Ruby S pointed out that Grange school had a particularly large SEN population and asked if the school had been approached. Gary R responded that the schools had been alerted to the programme through the Schools Consultative Group which includes primary school quadrant representatives. *[post meeting note, Gary has responded to the Chair of Grange Primary School and is happy for his response to be shared by the school]*

Brigitte BB asked for the LA to push for the need for additional school governor training around the needs of children with SEND in any school that was selected for a new ARP. Gary R responded that the schools in the current round had expressed an interest in this.

Gary R also reported that for schools with a large number of children with SEND on their roll but no space for expansion, there was funding available separately for adaptations to the existing building to improve the provision. The biggest growth in EHCPs was currently for 1:1 support of children in mainstream schools. He suggested that a better way to meet these children's needs would be a separate classroom or an ARP.

- c) Jasmine reported that the first LO Newsletter had been finalised and was now available. Parents as well as professionals were able to sign up to it to receive regular updates.

## **11. Date and time of next meeting**

Gary R asked Brigitte BB to arrange a next meeting date with Chrissy.

**ACTION: Brigitte BB to contact Chrissy Leonard with regards to the next meeting date.**

The meeting ended at 2.20pm.