

ESCAN / EPCF SG Team Meeting

4th June 2019, Perceval House CR1, 1pm – 3pm

Minutes

Action Points	By whom	By when
To contribute to the FIS Top Tips document	Helen Devonshire	ASAP
To verify costs and dates of Safer Recruitment Training course for 6 parent reps with HR and pass on the information	Chris Jones	ASAP
To follow up on finalising Participation Strategy	Matthew Jeatt	ASAP
To follow up on information session for parents with Brian Leaning on adult services in Ealing	Brigitte Bistrick-Bryan / Helen Devonshire	ASAP
To email information flyer to EPCF with updated details on the Bladder & Bowel service	Shabnam Sharma	ASAP
To email a plan how the problems would be resolved to Gary	Shabnam Sharma	ASAP
To present research data around transitioning from mainstream into special schools	Gary Redhead	At next meeting
To share new joint health report template for EHCP process with EPCF	Natasha Patten	ASAP
To ensure LA Inspection outcomes main agenda point at next meeting	Co-Chairs	For next meeting

Present:

Co – Chairs: Gary Redhead (Assistant Director ESCAN)

Natasha Patten (DCO)

Matthew Jeatt (EPCF-Chair)

Other members: Cath Atlee (Head of Integrated Commissioning); Karen Benedyk (SLT); Rachel Brunton (Physiotherapy); Anette Steenkamp (OT); Izra Bernard (FIS); Helen Jackson (Contact Ealing); Brian Leaning (Adult Services); Fabiola Peacock (SENASS Team); Shabnam Sharma (NW London NHS Trust); Mariya Zlatinova (Ealing ISAID); Polly Bradley (FIS); Sarah Mullen (LBE, Legal Services); Michael Bonello(LBE, Children’s with Disabilities)

Apologies: Chris Jones, Ying-Hern Heng; Brigitte Bistrick-Bryan; Leslie Dodd; Anne Marie Smith; Kirstie Ferrett; Nick Radclyffe; Mary Doody; Ruby Sangha; Jennifer Wray

Minutes: Chrissy Leonard (ESCAN)

1. Welcomes, Introductions & Apologies:

Matthew welcomed the group as the Chair of this meeting. All present introduced themselves. Apologies were noted.

2. Minutes, Matters arising and Action points from last meeting (03/04/19)

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.

One query on the minutes from Shabnam Sharma re the Bladder and Bowel Service was emailed to Chrissy Leonard. This has been picked up.

3. Ofsted/CQC SEND Inspection Outcomes – (Gary Redhead)

Although it was agreed at the last meeting in April 2019 that this item would be the main item on the agenda, it was timetabled for 10 minutes.

- Timeliness – Matthew and Gary thanked health colleagues for the work they and their teams have done to improve this. The quality of the plans is currently being looked at, but we are in a much better place than we were this time last year.
- There is more joint working happening between ISAID, FIS and Contact Ealing.

- Matthew advised that the key area we need to look at following the inspection is Parent Satisfaction. Issues are being worked on but it highlights that when parents are engaged with the service they respond well. It's those who don't know about the service that respond in a dis-satisfied way. Work is being done via the FIS and Health to look at ways to improve this – early identification is key.

4. SEND Audit Report - projections and comparative data (Kim Price)

Kim Price attended the meeting to update on SEND Audit Report.

The presentation was circulated prior to the meeting.

- Karen Benedyk thanked Kim for a very interesting piece of work which shows demand is increasing in secondary schools and with current projections will continue to do so, putting pressure on budgets.
Matthew Jeatt felt the rise in demand can't be a surprise – the main need is to ensure that the child is in the right place as quickly as possible.
Gary Redhead advised that the increase in ARPS's at secondary schools is already being done as they are expanding. There is budget for 2 more and working on other sites.
- Kim Price was thanked for attending and presenting at this meeting and she invited any further questions/requests on this matter to be sent to her.

5. Gateway Portal Update (Gary Redhead)

Gary Redhead update where we currently are at regarding the new Gateway Portal – a presentation was circulated in advance.

- One possible obstacle is it's only available in English. ISAID advised that translators can be used to work around this and individuals are supported to ensure they are able to gain access.
- Karen Benedyk questioned whether OOB GPs should be able to have access.
- Matthew Jeatt questioned whether Open Objects had been consulted to do the work on some part of the process.
Polly Bradley advised they had been but failed on some security basics. Synergy are also an in-house company so easier to work with.
Matthew Jeatt asked whether we are working with other Local Authorities and sharing our experiences with them on the work that's being done.
Polly Bradley advised that we are.

6. Participation Strategy (Matthew Jeatt)

Matthew Jeatt advised that this is currently at sign off stage – Judith Finlay, Tessa Sandall and Lesley Dodd all signatories.

7. Respite Care Survey Update (Matthew Jeatt)

Matthew Jeatt advised that a meeting has occurred, and the results shared. A further meeting between Matthew, Helen Jackson and ISAID is being arranged.

Cath Attlee advised there may be some lessons to be learnt/shared from the survey carried out in the 18+

8. Wheelchair Service Update/Survey (Rachel Brunton)

Rachel Brunton advised that there is now an issues log in order to collate evidence of dis-satisfaction. Issues have been raised by both families and staff that a clinical risk is occurring, and this has been reported to the CCG. There are now quarterly meetings, attended by 2 parent reps, and these seem to be making an improvement with regards to communication and working up a good working relationship. More details is needed around the KPI, possibly by sharing a link to the EPCF Survey.

9. EPCF SG Partners Update - [Contact Ealing/iSAID]

Contact Ealing: Helen Jackson advised that there is currently a new staff team. 2 Family Workers and participation officers.

Polly Bradley invited Helen and her team to come and visit staff in the FIS to build up relationship and knowledge of each other's service.

iSAID: Mariya Zlatinova that she has a new team – all part-time. Concentrating on annual reviews and children out of education. Some capacity issues due to recruitment.

10. EPCF Update

The EPCF Issues Log from March 2019 – June 2019 was circulated prior to the meeting.

- Matthew Jeatt advised there had been an increase in drop ins and attendees.
- 84 responses to the Respite Survey

- Earlier engagement of EPCF post inspection has led to pressures on capacity – focus groups being held over the next few weeks to build up capacity and resilience.
- Looking at possibility of Larger Parent Forum meetings, Therapy Leads attending for “You said, We did” sessions. Early days, something to be discussed with new health provider.
- Brain Leaning asked whether, in connection to the 0-25 surveys, there could be more data around the points relating to Adult Services to making the results more meaningful. Matthew Jeatt felt this is something which will be picked up via the drop-in sessions.

11. Safer Recruitment process (Gary Redhead)

Gary Redhead advised there is currently no face-to-face safer recruitment training available for EPCF reps. Schools HR (LBE side) have extended the invite to EPCF on one of their accredited courses, cost to be picked up by Schools. Matthew Jeatt to contact Mark Nelson to take forward.

12. AOB

Polly Bradley raised that the EPCF section on the Local Offer needs reviewing (done every 18 months).

(The meeting ended at 14.48pm)

Chrissy Leonard to contact Brigitte for dates for next meeting – approximately Mid Sep/early October.