

ESCAN / EPCF Team Meeting

Friday 16th June 2017

Ealing Town Hall, Committee Room 2, 10am-12pm

Action Points	By whom	By when
To continue to work on a map of all ESCAN boards in Ealing detailing their interactions and the flow of information between them	Helen G & Matthew J (others as invited)	Ongoing
To conduct a survey of parents with regards to the quality of their children's EHC plans	EPCF (Matthew J to lead)	By next meeting
To ensure SEN support in mainstreams schools remains an item on every agenda	Co-Chairs: Matthew J and Debbie G	Ongoing
To look at follow up survey with regards to short breaks and holiday schemes	Co-Chairs: Matthew J & Debbie G	timing and date to be agreed subject to resources
To take up the issue of parental representation on panel in their discussions outside this meeting Agreed to pursue in principal, however legal advice is needed (Helen G to do this) and look at which other local authorities have done this.	ESCAN	ASAP
To give EPCF an overview of the Budget Strategy	Gary R	ASAP
To monitor communication within the SEN AS Service	Gary R, Fabiola P and John M	Ongoing
Occupational Therapy are designing a leaflet regarding the new referral process and it will be passed to EPCF for feedback. Agreed to report progress at the next meeting. It may be better done in a small focus group.	OT	ASAP

Present:

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

Matthew Jeatt (EPCF-Chair)

Other members: Brigitte Bistrick-Bryan (EPCF- Administrator); Rachel Burton (Acting Clinical Head of Service, Paediatric Physiotherapy); Mita Mistry (Early Years Team Leader Paediatric Speech and Language Therapy, Mary Doody (EPCF); Oliver Francis (CWD Team Manager); Helen Green (Head of SEN Strategy & Inclusion); Nick Radclyffe (Ealing Help); Tom Quilter (PfA Manager, Ealing Mencap), Chris Jones (CWD Team); Ying Heng Heng (Principal Paediatric Occupational Therapist), Fabiola Peacock (Service Delivery Manager - SEN Assessment Service) Alison Lourie(Contact a Family), Danielle Udogaranya (ISAID)

Minutes: Chrissy Leonard

Apologies: Debbie Grey (Assistant Director, ESCAN), Dido Green (Head of Paediatric OT), Karen Benedyk (Head of Paediatric SLT), Natasha Patten (CCG); John Miller (EP, Acting Head of SENAS) Sophia Lindsay (ESCAN Service Manager), Joy Barton (PM of P.E.S.T.S), Kirstie Ferrett (EPCF); Sarah Theobalds (EPCF);

1. Welcome

Matthew J welcomed all as the Chair of this meeting. As this was the first EPCF/ESCAN meeting for Gary R introductions around the table were made.

2. Minutes of last meeting

The minutes of the last meeting were agreed.

Action Points arising

- i. To send letters and EHC-plans to Roehampton University
Chris J reported back the contact details for Roehampton University on John M's behalf – susana.castro@roehampton.ac.uk
- ii. To send reminder email to parents about the feedback option on the Local Offer website
ACTION: Helen G to confirm whether this can be anonymised.
- iii. To take up the issue of parental representation on panel in their discussions outside this meeting
ACTION: Agreed to pursue in principal, however legal advice is needed (Helen G to do this) and look at which other local authorities have done this.

3. Positives/Negatives

Positives	Negatives
Ying H: Parents are booking up available appointments	Mencap, CAF and EPCF: Capacity and finances
Ying H and Rachel B: Wheel Service Survey - they were very happy to have some feedback on it as it matched their experiences with the service and could lead to joint action.	Oliver F: Housing issues – good work happening between CWD and the Housing Team – protocols need to be developed.
Ying H: OT have a new referral form	Brigitte B: Style of communication needs to be considered – more notice/early intervention
Mita M: – SLT is undergoing a service re-design, leading to more referrals Mita also asked for a small group of parents (4) to contribute to the service development	
Tom Q: Participation Strategy	
Helen G: Good meeting regarding framework support and competencies	
Danielle U: Parents feel supported	
Oliver F: The workload continues to be intense but the team is stable and progression happening within (Student SWs becoming SWs and SWs to Seniors).	
Chris J: Good evidence of great work being undertaken by the team. One worker is presenting a case to Ofsted as an example of good practice.	
Fabiola P: Positive feedback regarding the SEN AS service.	
Alison L: Had time to listen to parents so more is being done.	
Brigitte B: Communication between ESCAN services and EPCF has improved and more parents want to be involved in focus groups and giving feedback on services	
Mary D: Compliments regarding the Easter Play scheme	
Matthew fed back some positive comments from parents about social workers in the CwD team	

(Questions)

- i. Matthew J asked Helen G if EPCF are involved in the framework support and competencies discussions.

Helen G advised that it is very early days but she is happy to work collaboratively.

4. Update ESCAN

- Gary R updated that there had been a few changes within the management structure of ESCAN over the past few months. Gary R has joined Debbie G as Assistant Director of ESCAN and Helen's G's focus is on the strategic side of SEND. To support this change the SEN AS service will now report in to John M. The finance team will now report into Tamara Quinn from Gary's team.
- The SEN Transport Service is currently in consultation regarding a restructure. More money has also been put into SEN AS to support the conversions.
- Work is continuing on the SEN Development Strategy and ARP Strategy – new ARPs to open at Costons Primary in 2018 and Greenford High School in 2019/2020.
- Budget Strategy: The High Needs block is currently allocated around £50 Million a year. Under the current funding system LAs can move funding between the Schools and High Needs Blocks and in Ealing this has been done to fund new provision and growing needs. The government has recently proposed to change the funding system which would curtail the ability of LAs to do this. In addition, Ealing was unlikely to see a growth in High Needs funding through the new formula. This will mean that conversations will need to take place around the service priorities. Matthew J advised that he is nervous about the capacity and funding issues which are occurring across the service, especially with the growing need. Matthew J welcomed more working together, pointing out that there are other groups like EPCF which may wish to provide feedback. Nick R questioned how the allocation of funds is decided. Gary R advised that money is given for the Schools Block, Early Years and High Needs Block as part of the Dedicated Schools Grant (DSG). A discussion then takes place with Head Teachers and governors on the Schools Forum who have in the past been supportive of providing additional funding for High Needs. It's currently a local decision but the Government want to make it a national decision. Danielle U questioned how much worse off the High Needs block could be? Gary R advised that in cash terms the LA is likely to get the same funding but it is projected that on average approx the pressure from new provision and increasing needs was approximately £2 Million a year, so £6 Million over 3 years.
ACTION: Gary R to do an overview at the next EPCF/ESCAN Meeting.
- All Age Disability Service: Chris J and Oliver F advised that it is very early days in the talks regarding this and everyone would be kept up-to-date with progress. It's very much at the ideas stage
Matthew J advised that the process didn't involve parents until very late in the day and there is sign of the final report (Matthew J has had this discussion with Debbie G). The ideas stage is where parents, carers and young people want to be involved.

Matthew J: Early engagement with PCs I was clear that this is the most effective use of limited funds and would certainly lead to significant savings.

- Health Service leads are working on improving the quality of EHCP plans. This is being done with Natasha Patten alongside other local authorities
- Occupational Health are designing a leaflet regarding the new referral process and it will be passed to EPCF for feedback. Agreed to report progress at the next meeting. It may be better done in a small focus group.

5. Update EPCF

- Nick R advised that following the SEN Information Fair in February it was fed back that the Adult Section on the EalingHelp website overlaps and some work is needed. It suggests that EHCP stops at 25. Nick R suggested a WHCP is invented to bridge the gap. (W standing for Work)
Helen G advised that she had had a discussion around the same point and it would be useful to a more collaborative view.
Mita M advised that this point was also picked up during the Brent CQC Inspection around transitioning.
- At the last EPCF/ESCAN issues were raised around communication within the SEN AS with people being unable to contact a member of staff. Several parents had fed back that it was very difficult to get through to their SEND coordinator either by phone or email. Gary R advised that telephone is very expensive and we need to identify other sources, for example improving the website/local offer. We need to log at the issues being raised and whether there are other ways they can be answered.

Fabiola P advised that there are a high number of people not leaving a message. Staff have updated their phone message asking the caller to leave a message if they require a call back.

It was agreed that any response is better than the caller feeling ignored.

ACTION: Gary R to liaise with Fabiola P and John M with regards to a way forward, building in a process around the Digital Strategy.

6. SEN Support in Mainstream Schools

Brigitte B advised that this is a big issue in mainstream schools and had again been the bulk of parental problems within the Parent Forum's Issue Log. She also pointed out that this was reflected in the data within the recent SEND Strategy & Inclusion action plan.

Gary R advised that schools are being commissioned to do some work around this to support all schools developing a similar inclusive culture across all schools. Matthew J felt that much of the issue is due to the confusion over where the money is being spent and what is in place. Some schools nominate a School Governor to lead on this but it is the responsibility of everyone.

ACTION: Focus group consisting of Head Teachers, Parents and possibly staff from the Schools Effectiveness team to be arranged.

7. **Participation Strategy for Ealing**

Tom Q advised that this is developing with a willingness to get Young People involved.

Danielle U suggested that the language used is simplified; there is a lot of jargon.

Possibility of using more pictures, lighter language. When the short breaks summary was written a focus group was put together, suggested this could happen again.

Nick R suggested people come members of the easy read hub, this is something which is work in progress.

Mita M questioned whether this is something which is only for children with a diagnosis, there are a large number of DNA's.

Tom Q advised that the strategy is more overarching and will include everything. Nick R to be included in further discussions around this.

Action: to set up a preliminary meeting between Deborah Dent, Nick, Tom and the EPCF to start the process of developing participation strategy in Ealing

8. **EHCPs – Monitoring, Communication, Survey**

This item was not discussed as the meeting ran out of time.

9. **Achievements from this meeting**

- Same outcomes in mind
- Engage and dialogue very open – element of challenge
- On behalf of EPCF, Matthew J offered genuine thanks to Oliver F, for his hard work and commitment. Oliver F leaves Ealing at the end of June 2017.

The meeting ended at 12.15pm