

## **EPCF Steering Group Meeting 16.01.2019**

At the ECIL, Bayham Road, W13 at 11am

D R A F T

### **Minutes**

**Present:** Matthew Jeatt (Chair & Parent), Nick Radclyffe (EalingHelp & Parent), Brigitte Bistrick-Bryan (EPCF Admin & Parent), Mariya Zlatinova (EalingISAID), Tom Quilter (EalingMencap), Helen Jackson (CONTACT Ealing), Gabriel Jones (EalingMencap), Kirstie Ferrett (Parent), Sam Schmidt (Parent)

**Apologies:** Mary Doody (Parent); Ruby Sangha (Parent), Sarah Theobalds (Parent), Rashid Wahab (Parent and incoming Treasurer),

<b>Action Points</b>	<b>By whom</b>	<b>By when</b>
To email the corrected SG meeting minutes to Nick for publication on EalingHELP	Brigitte	ASAP
To meet to discuss possibilities around EalingHELP / the EPCF website	Matthew, Nick and Ruby	Before next meeting
To circulate the draft strategy paper to all SG members for any additional comments	Matthew	ASAP
To contact Stephen Pound with regards to the launch of the Participation Strategy	Sam	When strategy agreed by SEND EXEC Board
To finalise format of the Participation Strategy	Nick	ASAP
To organise a Focus Group to review the Participation Strategy including the Action Points	Brigitte	April or May 2019
To send Ofsted comment email address to Kirstie and Julian at St Anns	Brigitte	ASAP
To follow up on respite service survey questions with Chris Jones and Michael Bonello	Brigitte	ASAP

## 1. Introduction

Matthew (Chair) welcomed everyone. Introductions were made and Ellen told the group about her role and the work of the ECIL.

## 2. Update on NHS community service consultation

Sam, Sarah and Brigitte had attended the consultation meeting of the 10 year NHS contract for almost all community health services. The main focus of the discussion had been on adult services and Sam had pushed hard for paediatric services to have a higher profile in the discussions. A new patient liaison officer Paul Lehmann had introduced himself at the event who seemed friendly and open to communication. Brigitte had suggested for them to contact PESTS and CONTACT as well in their discussions.

It had been the first meeting and all were committed to continue to contribute to the discussions as there are many concerns around the 10 year contract.

## 3. Minutes of last meeting

The Steering Group had agreed to publish SG meeting minutes on the EalingHELP website after they had been agreed at the following meeting. The minutes of the last meeting were agreed. Helen had already sent one necessary change to Brigitte prior to today's meeting. Brigitte asked if SG members were happy for individual names to be included in the public minutes. All agreed to the names being included.

### **ACTION: Brigitte to email the corrected minutes to Nick for publication on EalingHELP.**

Nick reported that EalingHELP would be able to remain online until November 2019 and that minutes could be uploaded onto it until then.

Matthew, Nick and Ruby had not met yet to discuss the future of the EalingHELP / the EPCF websites. The action point remained open.

### **ACTION: Matthew, Ruby and Nick to meet to discuss possibilities around EalingHELP / the EPCF website**

## 4. Participation Strategy

Matthew reported that the draft Participation Strategy had now been returned by Chris Jones and would be formally adopted at the next SEND Executive Board meeting. There had been a brief discussion at the last SEND Executive Board meeting about a launch of the strategy. The SEND SEF summary document had also been circulated. Matthew reported that the summary document had been sent to us for comments and that almost all our points had been taken on board and led to a several changes in the structure and content of the document. We had now agreed to the new version of the SEF summary document and our name was included as one of the partners who had contributed to it.

The draft Participation Strategy document was still rather messy in its format and various SG members were unhappy with the proverb listed at the top. Various alternatives were discussed. Quotes from young people were already part of the document. Matthew agreed to circulate the draft strategy paper to all SG members for any additional comments.

**ACTION: Matthew to circulate the draft strategy paper to all SG members for any additional comments**

All agreed that the launch of the Strategy should be as public as possible to ensure a firm and public commitment by the LA to the Strategy. Gabriel suggested to do this at the SEND Advice event on the 21<sup>st</sup> March. All agreed and various suggestions were made with regards to inviting public figures from Ealing. Sam suggested to invite Steve Pound who she had been in contact with several times. Others discussed were Julian Bell, the Ealing Mayor or Ealing Cabinet members. Sam agreed to contact Steve Pound. Nick agreed to finalise the format of the Strategy paper.

**ACTION: Sam to contact Stephen Pound with regards to the launch of the Participation Strategy**

**ACTION: Nick to finalise format of the Participation Strategy**

Matthew reminded the group that the Strategy would be a live document with regular reviews to verify if the action points had been completed. Parents would be invited to contribute to the reviews via focus groups or email. Brigitte reported that a parent member had been very unhappy about not being able to see the draft strategy paper. The parent had requested to be sent the draft but as it was still a draft version worked on by LA officers and EPCF SG members and had not been circulated to the whole membership Brigitte had refused to send it.

Matthew argued that all parent members should be treated equally with no preference given to individual members. The Strategy would become a public document open to be scrutinised and monitored by all as soon as agreed by the SEND Executive Board. All agreed that the document should be shared with all member as soon as possible for a first review. Brigitte was asked to arrange a focus group in April or May open to all parents.

**ACTION: Brigitte to organise a Focus Group to review the Participation Strategy including the Action Points in April or May 2019.**

Various SG members pointed towards the Participation Strategy being a massive achievement driven to a large extent by Tom.

## **5. SEND LA Ofsted Inspection**

The SEND LA Ofsted inspection was due to take place in the following week. Communications between the LA via the Lead Inspection Officer was difficult. Matthew had been invited to the introduction meeting on Monday morning with the Lead Inspectors and had asked for Brigitte to also be allowed to attend. The LANO had so far refused.

The meeting between the Lead Inspector and parents would take place on Wednesday at 1pm. Mariya reported that she had invited 2 parents to attend the meeting between EalingISAID and Ofsted inspectors which would take place separately.

Nick reported that he had put the official Ofsted letter on EalingHELP. The inspection was the first headline any parent saw when visiting the website.

Matthew had had a phone conversation with the Lead Inspector who appeared friendly. He had apologised for the poor quality of the webinar. Brigitte had trialled the webinar and reported that the quality was appalling. She had booked the Large Meeting Room at the Lido centre with laptops available for Thursday and Friday morning for any parent to use if they

wanted support completing the webinar. She asked any SG member who was able to come to bring headphones.

Brigitte reported that she had received a request from the LANO for the names and contact details for parent representatives for the various focus groups. She had refused to share these confidential details and asked to be sent the timetable for the focus groups instead so we could organise parent representation ourselves as had been the case at the trial run in November. One parent rep had already stated that she did not want her contact details to be shared with the LA.

Brigitte asked for the SG's views on how many parents should be told about and invited to the meeting with the Ofsted inspectors on Wednesdays. The letter from Ofsted clearly suggested to all parents to contact the EPCF if they wanted to attend. Feedback from a neighbouring borough's Parent Carer Forum had been that they had 20 parents attending the meeting with the inspector which had led to the meeting finishing after 1 hour without everyone getting a chance to speak or all the important points having been raised. The consultant commissioned by Ealing in November had suggested the most effective number to be 8-10 parents.

Matthew agreed to check with the Lead Inspector what his recommendations would be. In the meantime, Brigitte would email any parent who had contributed to focus group meetings over the past year and inform any parent who contacted the EPCF as suggested by the letter about the meeting date, venue and time of the meeting.

Nick reported that he had already received an invitation for the Joint Commissioning Focus group.

Matthew and Brigitte had received an invitation for an Outcomes Focus group "rehearsal" meeting on Friday afternoon.

Brigitte expressed some frustration about the difficulties in communication with the LANO who had not been part of the "trial run / preparation" in November with the consultant.

Gabriel suggested for Matthew to email the LANO about the communication issues and copy in the Lead Inspector. Mariya pointed out that ISAID had only received official notification of the inspection on Wednesday morning. The information was still not on the Local Offer website.

Tom also reported that whilst he had been told about a focus group meeting with the Young People Power group on Tuesday there had not been any communication / letter from the LA to the young people themselves.

Kirstie asked if any information had already been passed on to Ofsted. Matthew confirmed that following advice from the consultant hired by the LA in November we had put together a brief summary of the EPCF as a forum and the main points we want to raise as issues in Ealing. This had been sent to the Ofsted inspectors on Monday afternoon.

Kirstie asked if Brigitte could forward the email address for sending comments to Ofsted to her and Julian at St Anns as he had wanted to highlight problems with the SEND Transport.

**ACTION: Brigitte to send Ofsted comment email address to Kirstie and Julian at St Anns.**

The SG noted that the small flyer about the webinar support sessions offered on Thursday and Friday had been included in the facebook feed on the Local Offer website.

## **6. SEND Advice event on the 21<sup>st</sup> March 2019**

Ellen confirmed that ECIL would be able to participate in the event. Matt Coulam had also confirmed for EAS.

## **7. Short Breaks / Respite survey**

Brigitte reported that after consulting with Sarah and Sam about the right questions to ask she had sent the proposed questions to Chris Jones and Michael Bonello for comments. She had not received a response yet and would follow up.

### **ACTION: Brigitte to follow up on respite service survey questions with Chris Jones and Michael Bonello**

Nick had heard of a change in respite funding for over 50s. Tom responded that there should be funding for all age groups.

## **8. Date for next SG meeting**

To be confirmed

The meeting finished at 1.15pm.

*Minutes taken by Brigitte Bistrick-Bryan*