

**MINUTES OF NORFOLK SENDIASS
STEERING GROUP MEETING
14TH JUNE 2023
10:00 – 12:30**

Steering Group	Title & Organization	Attended
Kim Abel (KA)	Independent Reviewing Manager, Commissioning, Partnerships and Resources	Apologies
Jo Todd (JT)	FGC & Family Networking Advisory Service Team Manager	√
Mark Gower (Chair) (MG)	Designated Clinical Officer (SEND) Norfolk & Waveney CCG	√
Sarah McRobert (SMcR)	Foster Parent/Carer	√
June Sewell (JS)	Advisor – Inclusion. Learning and Inclusion	Apologies
Keeley White (KW)	Head of VS for LAC, Adopted and SG, Learning and Inclusion	Apologies
Claire Jones (CJ)	Local Offer Development Manager (SEN)	√
Kirsty Gannon (KG)	Family Voice Norfolk Representative	√
Lee Gibbons (LG)	ASD Helping Hands	√
Louise Mainwaring (LM)	Education Head Norfolk	Apologies
Amy Hanton (AH)	Designated Social Care Officer	From 11.30
Annette Maconochie (AM)	Head of Sheringham Woodfields	X
Jayne Buckingham (JB)	Children's Service Acting Manager, The Hamlet	Apologies
Nick O'Brien (NO)	SENCO, Dereham Neatherd High School	X
Julie Woodhouse (JW)	St Helen's Pre School	√
Gemma Burton (GB)	Head of Inclusive Learning and MINT, City College Norwich	√ Left part way through meeting
Clare Angell (CA)	Senior Manager for Children, Young People & Maternity Norfolk and Waveney CCG	X
Roger Allen (RA)	PFAL and Employment Service Manager	Apologies
Niamh Keane (NK)	SENDIASS Manager	√
Kelly Drew (KD)	Business & Comms Coordinator SENDIASS	√
Belinda Coxall (BC)	Business Support Officer SENDIASS	√

	Item	Agreed Action	By
1.	Apologies and Introductions	<p>Apologies received from KA, JS, KW, LM, JB and RA. NK had an email from KW explaining she'd changed directorate and would we still like their representation on the Steering Group. It was agreed by all someone from Virtual School should be represented on the SG.</p> <p>Attendance and representation of the group was discussed and MG and NK to meet and review.</p>	NK
2.	Minutes of Last Meeting & Action Log	<p>Minutes of previous meeting were agreed and approved. Any amendments by members not present to be emailed to BC.</p> <p>Action Log</p> <p>Outstanding items on the list:-</p> <ul style="list-style-type: none"> • NK confirmed training issues were still outstanding due to capacity issues. • AT no longer on Steering Group so unable to present update on Local First Inclusion Programme. Agreed need to have representation from that Directorate and discussed possible attendees. NK to email AT to put forward nominations to attend the Steering Group. 	NK
3.	Service Update	<p>NK presented the service update</p> <p>Changes to service position with NCC</p> <p>SENDIASS changed directorate and is now part of the Independent Statutory Services which NK felt was a good fit and a positive move for the service.</p> <p>Staffing Update</p> <ul style="list-style-type: none"> • One member of staff currently off sick and work being shared amongst other advisors and manager. • Liz Service started as Mediation and Tribunal Adviser on 31st May 2023. <p>Manager Role</p> <p>NK offered and accepted permanent role of SENDIASS Manager on 26th May 2023.</p> <p>Current Wait for Advice/Casework</p> <p>As of 30th May 2023 20 working day wait for helpline calls and 19 parent/carers on the casework waiting list.</p> <p>NK confirmed casework and calls with deadlines i.e. tribunals and exclusions were prioritised. Parents were signposted at point of contact to the website to self-serve while they waited but most preferred speaking to an advisor.</p>	

4.	SENDIASS Statistics	<p>Members expressed concerns about the waiting list and asked what plans were in place to reduce this especially in relation to exclusions.</p> <p>SMcR enquired if parents could contact the Exclusions Team direct but NK confirmed the procedure was to contact SENDIASS for advice and support.</p> <p>MG suggested the Exclusion Team be invited to attend a meeting to talk to the Group.</p> <p>Members suggested ways for parents to self serve to reduce the waiting list such as workshops, webinars and question and answer sessions.</p> <p>It was agreed NK review the situation and look into alternative resources parents could access while on the waiting list.</p> <p>Social Care Joint Commissioning</p> <p>NK confirmed MOU signed and role had been filled and NK waiting on finalisation of finance.</p> <p>Work in the Background</p> <p>JT confirmed work on the structure of SENDIASS currently being undertaken to form a business case to increase capacity within the team.</p> <p>Confirmed this would be a long term plan so need to look at how things can be done to meet demand in the short-term. NK to update at next meeting.</p> <p>Youth Forum Update</p> <p>Additional funding been offered by Paul Webb (NCC) and Clare Angell (ICB) and ICB money will be long term and ring fenced.</p> <p>MG confirmed the need for the YP to be supported financially for the work they do on the Youth Forum.</p> <p>Norfolk SENDIASS Termly Statistic Report</p> <p>KD presented the Norfolk SENDIASS Termly Statistic Report - 1st January 2023 to 31st May 2023. Copy of the report to be sent out with the Minutes so members can look at it in more detail.</p> <p><u>Referrals</u></p> <p>KD and BC now recording signposting/outreach and training at Level 1.</p> <p>Referrals had increased by 38% compared to the same period last year and there was a 19.4% increase in helpline appointments.</p>	<p>NK</p> <p>NK</p> <p>NK</p> <p>NK</p> <p>BC</p>
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5.	<p>Minimum Standards</p>	<p><u>Casework</u></p> <p>During the period there were 70 requests for a caseworker with 44 being eligible and 25 cases allocated to advisors. There were 19 requests on the waiting list and demand for casework was met by 56.8%</p> <p><u>EHCP/SEN Support</u></p> <p>In this period there were 45% referrals with an EHCP and 49% referrals receiving SEN Support. There has been an increase in SEN Support calls and it was agreed the Local Authority need to be aware of this.</p> <p>KD agreed to add a second level for SEN Support to record information for future reports.</p> <p>The reason for the increase in SEN Support discussed and NK said this was a national issue especially since COVID with mental health issues increased. Parents felt the schools were not supporting them so they had no choice but to go down the EHCP route.</p> <p>NK confirmed the statistics went to NASMA and the SEND Multi Agency meeting and it was suggested to present to Local First Inclusion. KD to produce a report on SEN Support in the future.</p> <p>CJ suggested KD contact Kristina Fox in Comms for advice with the statistics report. CJ offered help from her team Gabriel Hole-Jones and Emma Joslin in respect of data story for the reports.</p> <p>Minimum Standard RAG Rating Definition</p> <p>The Minimum Standards were reviewed by NK, MG and AH and agreed by members at the last meeting. A poll was sent out to members not present and five responses were received. It was agreed to move forward with the definitions.</p> <p>NK discussed the amber and red RAG ratings as follows:-.</p> <p>NK confirmed that now there is a permanent manager in place this had changed from amber to green.</p> <p><u>Commissioning, governance and management arrangements.</u></p> <p>1.1.1- Social care – amber. Not funded yet. NK/JT/KA chasing.</p> <p>1.1.1 - Formal agreement - amber – NK to change to green once MOU / Service level agreement is found from education.</p> <p>1.1.2- Children & YP – amber – NK to check with Youth Forum for participation on the SG.</p> <p>1.1.2- Capacity to Meet Minimum Standards – amber - not all minimum standards met</p>	<p>KD</p> <p>KD</p> <p>KD</p> <p>KD</p> <p>NK</p> <p>NK</p>
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6.	Updates from around the Room/Any Other Business	Any Updates and Any Other Business MG received an email from Norfolk SEN Network requesting SENDIASS no longer signpost parents to them as they had no capacity to take on any more cases. MG confirmed SENDIASS were not aware of this and had not received any communication about this. MG agreed with Norfolk SEN Norfolk to update the Group on the current situation and asked the Group to pass the information on.	
7.	Date of Next Meetings	Date of Next meetings September 6 th 2023 February 14 th 2024 June 19 th 2024	