



Waltham Forest Parent SEND Meeting Agenda, Minutes and Action Plan

Meeting Date and Time: **Friday 21st May 2021 10:30am-11:45am**
Meeting Location: **Via Microsoft Teams**

Agenda Items

No.	Item	Duration	Lead
Agenda Item 1:	Introductions and Apologies	5 minutes	EG
Agenda Item 2:	Review Action Plan	5 minutes	All
Agenda Item 3:	Compliments	5 minutes	CP
Agenda Item 4:	Parent Forum Updates / Queries	10 minutes	CP
Agenda Item 5:	Leyton Green Road Updates	5 minutes	ALG
Agenda Item 6:	Recommissioning Updates	10 minutes	KB/KD
Agenda Item 7:	Short Breaks Updates	10 minutes	AC
Agenda Item 8:	Co-Production	15 minutes	CP
Agenda Item 9:	Coronavirus Impacted Updates	5 minutes	All
Agenda Item 10:	AOB	5 minutes	All

Next Meeting Date and Time: **Friday 18th June 2021 10:30am-11:45am**
Action Plan: **Page 3**
Minutes: **Page 6**



Attendees for Friday 21st May 2021

Name	Initials	Agency/Job Title
Eva Gunkova	EG	Chair, Assistant Director SEND, LBWF
Rianna Terry	RT	Customer Service and Business Support Team Manager, LBWF
Councillor Grace Williams	GW	Councillor, LBWF
Vikki Monk-Meyer	VMM	NELFT
Lynn McBride	LM	NELFT
Sarah Ahmet	SA	Parent
Kate Delaney	KD	Commissioning Lead, LBWF
Joanna Mahadoo	JM	Provision and Partnerships Manager, LBWF
Carol Prideaux	CP	Parents Forum
Korina Gerolazou	KG	Parent
Anthony Lyseight-Goslin	ALG	Team Manager, Leyton Green Road
Asta Simkuniene	ASi	Parent
Anthony Connoles	AC	Short Breaks Coordinator, LBWF
Cathie Kelly	CK	CCG

Apologies



Name	Initials	Agency/Job Title
Katy Briggs	KB	Head of Integrated Commissioning

ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
Communication Strategies as Partnership	No Open Actions for this Item. From today: SEND service to continue reflect changes in staffing and circulate to partnership. E- induction to be finalised and embedded across partnership for all new starters.	All	May 21		
SEND Performance – DASH Board	No Open Actions for this Item. On agenda for SEND Strategic Board				
Health/CCG	CP/SA to send VMM and LM the specific details of where the CAMHS advice in an EHCP report has not been satisfactory, for it to be reviewed.	CP / SA	Ongoing	In Progress	Continue to raise any specific issues with the advice in EHCPs with LM and VMM.
	LM to pick up delay between Epilepsy Team apt and the issuing of the report (Outstanding report from March apt)	LM	Jun 21	NEW ACTION	
Equipment	Therapies review including OT and SALT	KB + VMM	TBC	In Progress	



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
Co-Production Projects	Autism Strategy	CP + KD	Mar 21	In Progress	
	Parents who wish to be involved in the LD Working Group to email CK	Parents	Jun 21	NEW ACTION	
	Ask of CP to promote SEND Transport Engagement Event	CP	Jun 21	NEW ACTION	
Short Breaks	Short Breaks Statement (+ <i>Creation of Digital Application Form</i>) VMM, KB and DR to review the Health section of the Short Breaks Statement	JM, CP VMM, KB, DR	Jun 21	In Progress	Update – Final Draft by the end of May - Application Form and Guide also to be updated post statement completion.
	Short Breaks Recruitment Update	JM	Jun 21	NEW ACTION	
Local Area Action Plan	STANDING ITEM	All	Jun, Sept, Dec	Ongoing	
PFA Strategy	STANDING ITEM	All	Monthly	Ongoing	
Occupations Therapy	Raise with Heather Flinders - promoting the role of Occupation Therapists through the Local Authority,	Cllr GW	May 21	In Progress	Update – HF aware, however further work to be done

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Vacancies	including any lobbying for change in training.				regarding lobbying.
	Raise with Heather Flinders - Communication to go to MPs and Cllrs to inform of the above	Cllr GW	May 21	In Progress	Update – as above.
Other	AS to provide information on what the offer is for a parent with a recent ADHD diagnosis'	AS	Jun 21	In Progress	Update – KD to chase AS. KD to provide email update.
	EG advised an audit will be going ahead into EHCP advices received and outcome focussed plans in May 21. To ensure quality assurance of advice and outcome focus.	EG	May 21	In Progress	VMM and FD meeting EG 21.05.2021 concerning next steps
	Cllr GW to speak with Heather Flinders regarding sharing the analysis on workforce retention and recruitment and what action has been done to improve this.	Cllr GW	Jun 21	NEW ACTION	
	Partnership to be reminded about AR expectations Carol to outline to EG key points that needs to be re-iterated.	EG	Jun 21	NEW ACTION	
	CP to send details of specific case to EG where a 1-year old was refused assessment for an EHCP if required any further review.	CP	ASAP	NEW ACTION	*INDIVIDUAL CASE*



Minutes for Friday 21st May 2021

No	Agenda Item
1	Welcome, Introductions and Apologies <ul style="list-style-type: none">Minutes of Friday 16th April 2021 approved.
2	Review Action Plan <ul style="list-style-type: none">Updates as above.
3	Compliments <ul style="list-style-type: none">Imelda – SALT under-5 Autism PathwayMonica – Tribunal OfficerEpilepsy TeamFiona Davey – Ed PsychJessica O'Reilly - SALT
4	Parent Forum Updates / Queries <ul style="list-style-type: none">Consistency around Epilepsy TeamStaff turnover and communication remains an issue – SEND Officers and Social Worker's leaving without the appropriate handover. One Parent has reported that they are on their 4th SEND Officer in 9 months.EG highlighted that recruitment and retention is a challenge across the service whilst maintaining business as usual. Cllr GW highlighted these challenges are not unique to the Local Authority, the same challenges are being experienced in Health and Partner Organisations due



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	<p>to various factors.</p> <ul style="list-style-type: none">VMM highlighted that there could be a piece of work to be done with the family’s forum to bring Officers together with their network, to mitigate some of the pressures from virtual working. EG advised staff are returning to the Office in a phased and staggered return.KG suggested that part of the <i>Week 1 Induction Process</i> should include them sending communication to all impacted families introducing themselves as the new SEND Officer. EG highlighted that some Parents do not have up to date contact details, particularly email addresses. CP suggested a push for Parents to update their contact details directly or via SENCOs.EG advised the finalisation of E-Induction to have consistency for everyone joining across the Partnership – i.e. Local Authority, Health, etcIssues highlighted around the Annual Review process, letters aren’t being sent, schools aren’t sending reports backConcerns raised about the quality of reports from EP’s, they are not specific. Action below for Fiona Davey to attend June meeting.					
Documented Actions Agenda Item 4.					Action By	Due Date
<ul style="list-style-type: none">LM to pick up delay between Epilepsy Team apt and the issuing of the report (Outstanding report from March apt)					LM	Jun 21
<ul style="list-style-type: none">Cllr GW to speak with Heather Flinders regarding sharing the analysis on workforce retention and recruitment and what action has been done to improve this.					Cllr GW	Jun 21
<ul style="list-style-type: none">Schools need to be reminded they need to complete the report within two weeks, and SEND Officers need to ensure they are sending outcome letters out. Letter to be sent by EG.					EG	Jun 21

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	<ul style="list-style-type: none"> CP to send details of specific case to EG where a 1-year old was refused assessment for an EHCP 				CP	ASAP
5	Leyton Green Road Updates <ul style="list-style-type: none"> Highlighted there has been issues since opening the unit – for example no wet rooms on the ground floor for day-care, that has now been put right. In the process of putting padding floor to ceiling. There are areas that could be run better, including communicating with Parents more effectively. All kids are now able to have the service back to where it was pre-covid, but it is a slow process to get the kids to return. ALG noted that there have been difficulties with transport, where they should have been taken to the unit, however they have been taken home. ALG also advised that corporately desk phones were removed in favour of soft phones through laptops – however for Leyton Green there is a need for a physical phone for Parent's to check on their children which has now been corrected. Contact is due to be sent out to Parent's to advise Leyton Green is now fully operational Issues regarding contact with Parent's is on the agenda for ALG to raise with the Team. SA asked whether the supported living part of Leyton Green Road open, ALG advised it is open, however only one young person is currently there (3 people capacity) VMM has offered support in undertaking risk assessments for children returning with health needs 					
6	Recommissioning Updates					

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Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	<ul style="list-style-type: none"> LD week in June 2021, ask of involvement from Parents, Carers and Professionals – overall theme to be around employment. CK advised a working group to be formed and two Partners have been identified because of this meeting and two from adults. Volunteer from Parents to be identified. CP asked about the Outreach Contract – KD advised provisional award has gone to Whitefields. Formal award on 28th May 2021. 				
Documented Actions Agenda Item 6.					
					Action By Due Date
<ul style="list-style-type: none"> Parents who wish to be involved in the LD Working Group to email CK 					Parents Jun 21
<ul style="list-style-type: none"> Ask of CP to promote SEND Transport Engagement Event 					CP Jun 21
7	Short Breaks Updates <ul style="list-style-type: none"> Finalising Short Breaks Statement – hoping to publish by the end of May 2021 Tony will be leaving 3rd June 2021 – Advert is currently out for redeployment before external advertisement Complex review of Short Breaks throughout 2021. JM will reach out for assistance from Partners at a future date. CP highlighted that all parents need to be aware that Tony is leaving and who will be covering prior to recruitment completion to ensure that transition is as smooth as possible 				

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	<ul style="list-style-type: none"> All members offered well wishes to Tony and noted that the service will feel his departure. 				
8	Coproduction Agreement / Updates <ul style="list-style-type: none"> CP advised it is about getting more Parent's involved, beyond those that have signed up to Parents Forum. Document of the draft agreement was sent round with the agenda for this meeting The document includes a ladder of coproduction and participation It could include what the vision is, and how the Partnership want it to be, along with what difference it could make. All Partners were interested this item coming to next month's meeting KG suggested a straw poll with Parents to see where they think they are on the ladder, to work out how to improve it and move it higher up the ladder. Plan to have training with Genuine Partnership (the founder of the original 4 approaches to meetings) – which could be rolled out wider to agencies than the planned day training. 				
9	AOB <ul style="list-style-type: none"> No Other Business 				