

DERBYSHIRE SEND IMPROVEMENT AND ASSURANCE BOARD MEETING MINUTES

15TH January 2025, County Hall, Matlock, 14:00-17:00

MINUTES:

Item No:	Minutes:
DSIAB2425/01	The independent chair for the Board, welcomed everyone. The Chair emphasised the importance of recognising the progress made so far in the Special Educational Needs & Disabilities (SEND) improvement journey but reiterated that there is still work to be done within the next 6 months.
DSIAB2425/02	Chair informed the Board that moving forward declarations of interest will be added to agendas and will be captured during the future meetings.
DSIAB2425/03	<p>Agree Terms of Reference</p> <p>The SIAB discussed the Terms of Reference, noting gaps that needed to be filled and agreeing to review these on a 6-month basis.</p> <p>Point 2.6 - Appropriate sharing and escalation of issues, Names of the Boards for the Integrated Care Board are different, name changed from the "Integrated Children's Partnership Board" to "Children and Young Peoples Delivery Board", Chair asked for clarification on whether actions from this Board will feed into the Children and Young Peoples Delivery Board, it was confirmed it will as the Board covers both County and City.</p> <p>The SIAB discussed the appropriate sharing and indirect escalation of issues to partner agency and governance arrangements.</p> <p>There was a discussion about whether Trade Unions should be kept informed or if information should be shared with them about Board business. It was agreed to keep this under review and involve Trade Unions as and when is deemed necessary, however the Chair raised that whilst the board will not formally involve Trade Unions, it was agreed that individuals can update trade unions if they think/feel necessary to do so.</p> <p>Chair raised that they are in communication with the Derby and Derbyshire Police Commissioner to discuss their involvement with the SIAB and whether they feel it necessary to attend or to be kept informed through the papers and minutes of meetings and to escalate topics when necessary.</p> <p>Similar conversations being held with local GP's via the Local GP Council on how they wish to be informed, whether this be in attendance or through communication of papers and minutes. Raised that GP's do not have a representative officer, but each GP is their own representative. The SIAB considered how to ensure appropriate representation from all Healthcare providers.</p> <p>Under section 3.8 maintaining confidentiality queries were raised as to why there would need to be a confidentiality clause in the Terms of Reference. The Board recognises the importance of having a confidentiality agreement to ensure productive conversations. This agreement would help members feel comfortable sharing sensitive information without fear of it being inappropriately disclosed outside the Board. Should individuals be approached to make a statement on progress within the Board, the Board should be consulted and a jointly agreed statement will follow.</p>

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DSIAB2425/03 continued	<p>Point raised that there needs to be clarity given on the escalation pathway and governance route through the board. Chair responded that the SIABs main aim and approach should be solutions based and that members should try to find solutions within the Board and that escalation should become a last resort. The Board agreed to keep the escalation process under regular review to ensure it remains effective and clear. This would involve updating the Terms of Reference and other relevant documents as needed.</p> <p>The SIAB decided not to sign off on the Terms of Reference immediately but to go for another iteration and aim to sign them off in February. This would allow time to incorporate the discussed changes and ensure everyone was in agreement.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Terms of reference - clarity on path of escalation to be included • Terms of reference - ensure Job Titles are correct and reflect interim appointments / commissioned providers • Terms of reference - remove GP provider representation
DSIAB2425/04	<p>Agree Principles of SIAB Membership</p> <p>The Chair emphasised that the Principles were to be reviewed and feedback given by all Board members after the initial meeting in December 2024. Chair noted that there had been no feedback so far and stressed the importance of completing such tasks outside of Board meetings to ensure productive use of meeting time.</p> <p>Point raised on the importance of addressing Conflicts of Interest. It was suggested that this should be a standing item at the beginning of each board meeting to ensure transparency and integrity. Chair agreed with this and confirmed that Declarations of Interest will be added.</p> <p>Confidentiality was a key principle discussed. The Board agreed that maintaining confidentiality is crucial for building trust and ensuring that detailed discussions do not get taken outside the room. This principle was to be explicitly included in the principles of board membership going forward.</p> <p>Point raised that there appeared to be more focus on families rather than children and young people in the Principles. The SIAB agreed to include a significant focus on outcomes for children and young people in the principles rather than just families. This would ensure that all actions and decisions made by the Board are centred around the best interests of children and young people.</p> <p>The SIAB decided not to sign off on the Principles immediately but to bring them back for further review. This iterative process would allow for any necessary amendments and ensure that all members are in agreement.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Agenda - include declaration of interest on future agendas as a standing item • Principles of the Board - include on Terms of Reference • Principles of the Board - needs to have a statement reflecting confidentiality
DSIAB2425/05	<p>General progress</p> <p>a) Derbyshire Area Impact Plan</p> <p>The Board were informed that the Impact plan has been finalised and submitted to OFSTED and CQC and now awaiting feedback from OFSTED and CQC on this report. Query raised on timescales on feedback, the answers on questions B and C are dependent on timescale- response that feedback usually arrives in three to four weeks' time.</p>

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<p>DSIAB2425/05 continued</p>	<p>The SIAB discussed the Priority Impact Plan, which had been circulated to all members. Chair praised colleagues for their commitment and dedication in producing the plan, which included a significant amount of detail and aspiration. They encouraged the Board to continue embracing and consolidating the collaborative efforts that led to the creation of the plan. Noted that the Priority Impact Plan will change over time and that once OFSTED and CQC have given their approval on the plan, there will be the need to continuously monitor progress and identify where changes need to be made.</p> <p>Question asked of the SIAB if there are any plans at present or requirements for this Impact Plan to go to Cabinet and to be published so it is a public document. It was noted that the Priority Impact Plan will need to be published.</p> <p>b) Information Governance The SIAB discussed the importance of Information Governance and Data Sharing. Representatives from the Integrated Care Board have been tasked with meeting with Nottinghamshire Integrated Care Board, who had made significant progress in their Data and Information Sharing practices. The goal was to learn from their experience and apply best practices to improve Data Governance in Derbyshire.</p> <p>Question asked if the invitations have been sent out for the 4th February in regards to sub groups i.e. Quality Assurance and Communications. Chair confirmed that the meeting invite will be sent out shortly after today's Board session concludes.</p> <p>c) Sub-group representation The SIAB discussed the importance of ensuring the right people attend the right subgroups and that being creative in who attends will be key to helping create innovative ideas and approaches to key issues.</p> <p>The Board discussed the importance of having clear governance structures and representation from various agencies, including Health and Education. This would ensure that all relevant stakeholders are involved in the subgroups and that their input is considered in the decision-making process.</p> <p>Derby and Derbyshire Integrated Care Board (ICB) is not able to comment on behalf on providers and members of the ICB emphasised the importance of inviting partners from the four main health care trusts, including Chesterfield Royal Hospital, University Hospitals of Derby and Burton, Derbyshire Healthcare Foundation Trust and Derbyshire Community Healthcare. The SIAB discussed the need for a Partnership Delivery Group to oversee the implementation of the Priority Impact Plan. This group would consist of Operational Leads who would meet with their action leads and other relevant stakeholders.</p> <p>The Delivery Group would have work streams under it, each focusing on specific areas of the impact plan. This structure would help ensure that the plan is implemented effectively, and that progress is monitored regularly.</p> <p>Each Delivery Group Lead will then meet to discuss further plans and actions going forward which will then feed into this board and keep the board updated regarding progress.</p> <p>Chair raised that the Priority Impact Plan can and will change over time when solutions have been identified, challenges identified and risk have been de-escalated.</p> <p>The Chair emphasised the importance of setting up the subgroups and beginning them soon. Chair asked for subgroups to begin meeting so that the work and actions progress can start to be fed back at the March Board meeting.</p>

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DSIAB2425/05 continued	<p>Request made for a meeting to happen between the leads to help gain clarity on moving forward and escalation pathways and to work together. Chair agreed to this.</p> <p>There needs to be a Communications subgroup to enhance communication across the entire system. The first meeting of this subgroup is scheduled for February 4th.</p> <p>The subgroup will focus on developing a communication strategy to manage both internal and external communications effectively. This strategy would be critical in ensuring consistent messaging and engagement with all stakeholders.</p> <p>Plans were also made to set up a Quality Assurance subgroup. This subgroup will ensure effective quality assurance mechanisms are in place to support the improvement process. A question was raised relating to the importance for Parent Carer Forum representation at the sub-groups, this was agreed and will be implemented.</p> <p>Question asked of Derby and Derbyshire Integrated Care Board colleagues in regard to capacity to help with the project management, it was agreed in the meeting that this would be an action taken away and discussed further outside of the meeting.</p> <p>d) Data monitoring The Chair provided an update on the first Data and Performance meeting which took place this morning, which focused on developing Key Performance Indicators (KPIs) for the Priority Impact Areas and Areas for Improvement. This meeting included representatives from Education, Health, and the Council.</p> <p>The Data and Performance group will continue to meet every other month. These regular meetings will ensure ongoing monitoring and evaluation of data, allowing the Board to make informed decisions based on accurate and up-to-date information.</p> <p>Chair raised that they would provide consultancy and capacity support to set up the necessary Data Monitoring structures. This support would be temporary, with the aim of building the system's capacity to manage the key enabling elements i.e. Data and Performance, Quality Assurance and Communications, independently in the future.</p> <p>The Data and Performance sub-group working with the Priority Impact Plan Leads will develop data dashboards that will consolidate key data points and KPIs. These dashboards will be included in each of the Priority Impact Plan Board reports and will provide a clear and concise overview of progress.</p> <p>It was agreed that Data Leads will be part of the meetings related to the Priority Impact Areas. These leads will help identify what data was needed, what is currently available, and what improvements are required. The data leads would work closely with the action leads to ensure that data monitoring is integrated into the overall improvement planning.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Priority Area Planning Sessions to be held before March Board (to include Priority Area Lead, Action Leads, and Data & Performance representatives) • Priority Leads to meet prior to February Board to develop Delivery Board (to include Parent Carer Forum rep, Data & Performance rep, Quality Assurance representatives where possible) <p>Meeting to be held to clarify project resourcing.</p>

Item No:	Minutes:
DSIAB2425/06	<p>Priority Improvement Area Reports</p> <ul style="list-style-type: none"> a) Priority 1 <ul style="list-style-type: none"> - Identification of Needs: Urgent need to identify the needs of children and young people with SEND in the local area. - Strategic Direction: Ensure a clear and cohesive strategic direction for the local partnership. - Co-produced Strategy: Develop an agreed co-produced strategy with effective joint plans for timely improvements. b) Priority 3 <ul style="list-style-type: none"> - Multi-agency Assessment: Assess and provide for the needs of children and young people with SEND jointly and accurately. - Quality Assurance: Implement multi-agency quality assurance processes and timely issuance of high-quality EHC plans. - Annual Reviews: Ensure holistic oversight of EHC plans through annual reviews. c) Priority 4 <ul style="list-style-type: none"> - Missing Education: Address the number of children and young people with SEND missing education. Develop joint strategies to address underlying issues such as lack of special school and AP places, long waits for needs assessments, and lack of effective mental health support. <p>Suggestion made to have an Issues Log as well as the Risk Log to monitor progress and risks raised by the Board. The Board agreed to implement this log.</p> <p>Concerns raised about geographical gaps in needs for the JSNA (Joint Strategic Needs Assessment). These were acknowledged and it was noted that ongoing work to address them. Chair inquired whether the data identifies children and young people by district, Primary Care Network locality, or clusters. Response clarified that currently data looks at children in the nine education clusters.</p> <p>It was mentioned that proxy data could help align data to GP areas and highlighted the limitations of data reflecting only referred children and young people.</p> <p>Strategic decisions for children and young people need to be based on data collected, including funding allocation.</p> <p>It was raised that from a strategic point of view, if there are gaps geographically will there be gaps in needs for the JSNA (Joint Strategic Needs Assessment)? This was agreed and acknowledged that there are gaps, however there is work currently underway to rectify this.</p> <p>Point raised that there is a real opportunity within the clusters to work with Schools and Local Authority to help improve communication and build upon this.</p> <p>Board were informed that there are plans to hold an event on the 5th of February for both Chairs of Boards for Children and young people and Headteachers across the City and County to come together to discuss this further.</p> <p>Query raised that whilst the numbers of assessment under impact area 3 are very good, how many of these numbers have picked up children and young people at the right time and have given quality care, the point was raised that whilst keeping to 20 weeks is important, having quality care and impact is much more important.</p> <p>The need to improve communication with Schools and Headteachers within clusters was emphasised. Different clusters may receive different communication, which needs to be standardised.</p> <p>SIAB advised that The Hub was implemented in September 2024, it has experienced some startup problems, however this is under constant review and constant improvements.</p>

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DSIAB2425/06 continued	<p>Chair suggested placing The Hub/IDOX system issues on the Risk Log, which the Board agreed to.</p> <p>Concerns raised about the system's impact on health providers and communication with parents and carers.</p> <p>Chair asked for assurance about communication and confidence in the system working well, the Board needs assurance as to how this will be rectified moving forward.</p> <p>SIAB advised that Lincolnshire use IDOX and that teams speak highly of the system, perhaps linking in with Lincolnshire would be helpful to help find fixtures to any problems within the system.</p> <p>It was highlighted that the capacity of the SEND team as a high-level risk that needs to be added to the Risk Register. Efforts are being made to mitigate this risk by rearranging the team and working with HR.</p> <p>A question was raised in regard to data around parents and carers who take their children out of school to Home Educate. Data is collected. Schools are in contact with these parents to ensure proper resources and provision are in place to provide home education.</p> <p>Board were provided assurance that data is received on which schools have a higher number of children who have been off-rolled.</p> <p>Chair enquired in regard to the children taken out of the school system, how many have SEND needs and the reasons given for taking the children and young people out of education.</p> <p>The SIAB asked for assurance on the data of children with SEND needs and additional needs being off-rolled from the school system.</p> <p>Action:</p> <ul style="list-style-type: none"> • Risk register - Inclusion of EHCP Hub (IDOX) system implementation • Risk register - Inclusion of SEND Team capacity to support EHCP Hub (IDOX)
DSIAB2425/07	<p>Improvement Area Report</p> <p>a) Improvement Area 2</p> <p>Improvement area 2 report was circulated for information with the agenda for members to read and familiarise themselves with.</p>
DSIAB2425/08	<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Stocktake Board were notified that there will be an additional meeting date in between June and July for the Stocktake meeting which will be led by Department for Education and NHS England Leads and Advisors. It is hoped that sufficient progress will have been made so that there will be no SIAB in August during the holiday period. • Future Priority Reporting – as per the agenda items in future planning below. • Children and young peoples contribution and participation <p>Updated provided on children and young people’s representation at the SEND Improvement and Assurance Board and how the children and young people’s voices can be heard at the Board. There is a plan for an event to take place in December 2025 with other children and young people whereby children and young people will attend the event planned to take place in early 2026, there is opportunity for Board member to come to both events.</p> <p>Point raised that its often that the children's voices that are captured are the children who can speak about their experiences - what happens to the children and young people that are not able to voice their opinions, how can we ensure their voices are captured? Response was that we can capture their voices through multiple different ways, via data, advocates and different communication methods.</p>

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DSIAB2425/08 continued	<p>The Chair emphasised the importance of listening to the children and young people's voices and that the voices of children will shape how we focus our priorities moving forward. Point raised on the importance of communication on this area and to ensure we are not asking children the same question repeatedly.</p> <p style="text-align: center;">Vice-Chair</p> <p>The Board were notified that a representative of Derbyshire Parent Carer Voice had been nominated to be Vice Chair to the SEND Improvement and Assurance Board moving forward. The Board agreed with this decision.</p>
DSIAB2425/09	<p>Minutes from the set-up meeting held in December</p> <p>No minutes recorded at the initial meeting.</p>
DSIAB2425/10	<p>Action Log from the meeting held in December</p> <p>The Board reviewed the actions agreed upon in the previous meeting, highlighting the importance of completing actions within the agreed timescales to avoid spending too much Board time on follow-ups.</p>