



Halton SENDIASS Steering Group

19th October 2020 – 11am – Virtual Skype Meeting

Attendance:

Sharon Spruce – SENDIASS Manager

Rebecca Dramond – SENDIASS Caseworker

Emma Sergent – SENDIASS CYP Caseworker

Sharon Brady – Parent

Joanne Lloyd – Primary PEP Coordinator

Sara Ainsworth – Specialist School Head

Debs Gwynn – Secondary School SENCO

Clare Collins – Halton SEND Carers Forum

Claire Gurney – LA SEND Commissioner

Tracy Ryan – LA Policy / Local Offer

Vanessa Nice – LA Head of Behaviour service

Alison Wright - Principal Manager Disabled Children's Service

Apologies

Adrian Leech – Divisional Manager Inclusion 0-25

Jill Farrell - Divisional Manager Education 0-19

Angela Povey – Divisional Manager, Children & Families Services

1) Introduction & Welcome

- Introductions

2) SENDIASS – Who we are / what we do

- Minimum standards (Including Easy Read version) shared. Group signposted to animated YOU TUBE explanatory video.
- By law, every LA must have a SENDIASS service. Offers information, advice and element of advocacy for SEND for 0-25 and their families around education, health and social care. Is 'Arm's Length' from the LA and steering group to support manager regarding service operation and development.
- Discussion around Minimum standards. October 2020 RAG Rating report shared. Of 20 standards; 2 reds (commissioning & training), 4 ambers.

3) Terms of Reference / Membership

- Membership – Discussion re Young Person (YP) representation. SENDIASS do not yet have a YP representative as team would like the steering group to be established and YP friendly. Tracy Ryan agrees with SENDIASS concerns about introducing a YP in too soon. Particularly with lockdown measures, TR has engaged with Halton speak out and attempted socially distanced meeting with YP but felt it had limitation. Zoom may be an option to support around visual

queues, visually engaging YP. Good opportunity for YP Caseworker to promote the opportunity to join steering group to YP when working directly with them on development plan.

- **Next meeting: Discussion around YP representation, update on YP worker work and engagement with sixth forms.**
- Aims and objectives – Children & Enterprise now under people directorate, TR feels they should be reporting to SEND Strategic group for governance structure. SS asking if group feels that SENDIASS should put together a governance structure for future meetings to inform strategic functions. Members aware of a potential change to LA governance structure; this will be circulated in near future. Therefore, TR advised to try and carry on until the new procedures can be reflected.
- SS discussed arm's length
- **Next meeting Agenda: to discuss governance structure. SS TR and CG to inform**
- Discussion around impartiality - Parent Rep, Sharon Brady, feels this is vitally important to families.
- Critical friend discussed, being able to talk about SENDIASS role within LA function. E.g. funded by LA and LA's duty to remain compliant but for SENDIASS to remain impartial.

4) Minimum Standards

- Discussed as part of Who we are, What we do.

5) Priority Areas – IASP 2 Year Plan

- IASP funding to end 31 March 2021. Service reliant on LA core funding and any joint commissioning arrangement that may be agreed. Two points of minimum standards not met; 1.1 commissioning (commissioning report completed by CG) and training (3.6)
- **Next Meeting: Discussion around RISK and end of IASP Funding.**
- For membership – CG suggested using reports to help find key elements for planning. SS discussed the possibility of a small working team taken from the steering group to support in reporting.
- **Next Meeting Agenda: Discussion around Gaps and priorities.**

6) AOB / Next Meeting

- Agreement for an extra meeting to be scheduled in January. Consideration of timings discussed for school staff, parents/carers. Preference for meeting to take place before 2pm.
- Explore the possibility of a revolving chair.

Actions

- Members to review TOR
- SENDIASS to arrange next meeting date for January 2021. Minutes and date to be circulated.

Next Meeting: Wednesday 20th January, 12pm – 2pm