 **S.E.19 SEND Operational Managers Group**

**11th May 2023**

**12:00 to 13:30**

**Via Teams**

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| **Name** | **Local Authority** |
| **Attendees** |
| Allyson Tranter | Milton Keynes |
| Alistair Hines | Hampshire |
| Claire Campling  | Hampshire |
| David Griffiths | RBWM |
| Nicola Ponton | West Berkshire |
| Katherine Everitt | Service manager, NE Surrey |
| Catherine Clarke | Operations Manager, Oxfordshire |
| Karen Spencer (Chair) | West Sussex |
| Sheelagh Sullivan | SE19 Region SEND Network Co-ordinator  |
| Becky Smith | SE19 Regional SEND Support |

**Apologies:** Sharon Willis, Portsmouth

**Notes of meeting**

1. **Notes from last meeting and matters arising**

**Action: Group to complete and return data request for tribunals and EOTAS appeals to** **rebecca.smith@sdsa.net** **by Friday 5th May in order to be shared at next meeting.**

Group to continue to share their data re tribunals and EOTAS.

**Action: Karen to organise separate meeting for SE19 Inter- Authority Placement working group including David Griffiths, Catherine Clarke, Hayley from Buckinghamshire**

Sheelagh to approach Lucy Butler to arrange meeting and amend MOU on behalf of the group

**Action: Group to share good practice around QA training, share slides and ways of overcoming issues with IT processes.**

Group to continue to share good practice around QA training.

**Action: Benchmarking document to be circulated with the notes of the meetings and included in future agenda.**

Benchmarking document shared and included in the agenda for the meeting. To be circulated again with any final additions at the next meeting.

1. **Update on out of authority placements agreement**
* Task group to meet and update out of authority placement document and share with Operational Leads at a future meeting.
1. **Debrief on age phase transfers and deadlines**
* Group discussed experiences around phase transfers and deadlines.
1. **Standing items:**

**LGO responses – summary of current issues raised**

* Timescales around annual reviews
* Missed provision – failure to make all provision in section F
* EOTAS and failure to keep CYP on roll of school

**Tribunal feedback, including feedback from the ‘user group’**

* Timescales for appeals around phase transfer are very short and causing multiple strains on LA teams. One LA reported having 5 hearings on one day and there is concern that appeals are being conceded before hearings because there is lack of capacity to respond
* Request to share feedback around these issues with SE tribunal user group representative
* Suggestions to also share feedback around concerns with DfE (e.g. VCU via Linda Slim and DfE Advisors, Mark McCurrie and Liz Flaherty
* Individual LAs to consider using formal complaint procedure; <https://complain-about-a-court-or-tribunal.form.service.justice.gov.uk/>

**Action: Oxfordshire to share letter sent to SENDIST re timescales with Sheelagh who will adapt and share with group to outline regional concern before forwarding to DCS group and/or other influential groups. Ultimately aim will be to send letter to SENDIST/DfE.**

**Recruitment and retention issues**

* The group discussed issues surrounding recruitment and retention and concern around wellbeing of staff due to work pressures
* Challenges around key staff with full-time contracts also working via agencies for other LAs. Indicative of the current level of demand and staff shortage.

**SE19 Network news**

Sheelagh shared an update on the SE19 Network.

* Previously known SE19 Joint Strategic Conversation is now the bi-monthly SE19 SEND Forum, with the next forum taking place on Wednesday 14th June. Andre Imich will be in attendance.
* Previously know SE19 Strategic Conversation for LAs only is now the bi-monthly SE19 Strategic Leads meeting.
* The Post 16 Groups previously led by Lucy Butler will be joined and facilitated going to be facilitated by Ellen Atkinson.
* A revised SE19 Network Map is in development which will highlight changes and information on each network group
* Potential to create requested regional AP group by joining up with the Eastern Regions AP group – if both regions agreed.
* The attached presentation slides share information regarding the SE19 High Needs Group and SE19 Commissioning Group led by Nathen Caine and Nick King. Ideally every LA in SE19 to be involved.

**Action: Group encouraged to share their thoughts on SE19 High Needs Group and SE19 Commissioning Group via the Jamboard (links included in the presentation slides).**

1. **Benchmarking document discussion**
* Group shared that there weren’t any surprises. LAs doing various things differently which would explain the variables e.g., EOTAS
* Future meeting to look at how to share best practice and look at level of consistency to enable consistent data

**Action: Add ‘Sharing best practice’ slot onto the agenda with a topic list**

1. ‘**What keeps you awake at night’ – a chance to use the collective wisdom advice of colleagues around SEN practice**
* Interpretation of cross border placements.

**Action: MOU to be agreed as a region.**

**Date of next meeting:** Thursday 6th July 2023, 12-1:30pm

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| **Summary of actions** |
| * Group to continue to share their data re tribunals and EOTAS.
* Group to continue to share good practice around QA training
* Sheelagh to facilitate arrangements for group to consider changes needed to MOU
* Share revised SE19 SEND Network map at the next meeting
* Oxfordshire to share letter sent to SENIST re timescales with Sheelagh to tweak and share with group and DCS group, as well as raising with DfE colleagues.
* Group encouraged to share their thoughts on SE19 High Needs Group and SE19 Commissioning Group via the Jamboard (links included in the presentation slides).
* Add ‘Sharing best practice’ slot onto the agenda with a topic list. EOTAS/AP potential topics
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