

18-04-30 Short Breaks Graduated Response Meeting Notes

Attendance:

Ellie Gray (SEND Strategic Manager)
 Sarah Keenan (Children's Commissioning and Quality Monitoring Manager)
 Lesley Gilson (Interim Specialist Services and Inclusive Education Manager)
 Bridget Bennet (Early Years and Family Support Service Manager)
 [re-dacted]
 [re-dacted]
 Rob McInroy (Principal Business Transformation and Improvement Officer)
 Kat Taylor (Senior Business Transformation and Improvement Officer)
 Kim Smith (Business Transformation and Improvement Officer).

Apologies:

Jackie Lown (Head of Children and Young People's Specialist Services)
 Jane Henderson (0 – 25 Team Manager)
 [re-dacted] (Co-ordinator of East Riding Parent Carer Forum)

Workshop Minutes:

1. Action Plan Update

Action	Update
1. Data Mapping	RM provided an update. Work was continuing looking at the current cohort which could inform decisions around the market place.
2. Children's Centres	The use of early years resources is being discussed as part of the fostering and disability scope. To be discussed with BB.
3. Evaluations	LG and KS have discussed previous evaluations.
4. Foster Carers for SEND	Business Transformation is now part of the Fostering and Disability working group. A scope is to be circulated later in the week.

2. SEND and Universal Provision

<p>a. Provision Update/Maps</p> <ul style="list-style-type: none"> i. KS presented information gathered from Sports, Play and Arts, ERVAS, the Local Offer and FISH to create a database of mainstream and universal groups. There are 350 – 400 mainstream national uniform groups that are not represented. [re-dacted] explained that for safeguarding purposes the groups did not like to give this information out. ii. Maps were created from this database, split into the SEND and Mainstream within each activity, e.g. football. It showed the range of groups within each locality as a resource that could expand the short break offer.
<p>b. Feedback from the VCS SEND Workshop</p> <ul style="list-style-type: none"> i. RM updated on the workshop. Attendance was low. [re-dacted] explained that this was the day after the Tickton Grange event which specialist services attended so this may have discouraged groups from attending. ii. BB discussed the idea of running groups with child minders as an untapped resource. As part of the SEND Fostering and Disability project they are planning on holding a focus group for child minders. BB, RM and KS to link this workshop with the idea of child minders supporting short breaks.
<p>c. Next Steps</p> <ul style="list-style-type: none"> i. RM identified the need to do another workshop to gain further feedback from VCS SEND and Mainstream Groups. It was agreed that these would be short 2 hour focused sessions within different localities.

3. Local Offer Inclusion Chartermark

<p>a. Local Offer Inclusion Chartermark</p> <ul style="list-style-type: none"> i. KS previously circulated the Local Offer Inclusion Chartermark based on best practice

information taken from other accreditations. There was a discussion around the criteria for the chartermark. This would need to be a robust document, holding provision to account and be monitored on a regular basis.

- ii. There was a discussion about whether private providers could buy into the scheme but it remain free for VCS groups.
- iii. The groups would need to be monitored. [re-dacted] said this would require a resource, to ensure DBSs are up to date, groups are monitored and to arrange any mystery shopper visits needed using EYPCF or TYLER.
- iv. RM noted that consultation with parents has suggested they would be reassured by an inclusion chartermark.
- v. SK stated that this was something that the commissioning team could look at as part of the re-tendering of the short breaks contract. This could be linked to other funding that could aid the groups in becoming inclusive, e.g. positive activity grant.

b. Next Steps

- i. KS to complete an options paper, including the financial implications.

4. Consultation

a. Focus Groups

- i. The focus group planned on the 19th April at Densholme Farm did not go ahead due to low numbers. However, the BT Team are attending an event at Tickton Grange on the 8th May where 35 parents are due to attend. Additional focus groups would need to be arranged to gain an understanding of parents/carers ideas of a short break moving forward.
- ii. [re-dacted] stated there is a strong parent/carer group within Pocklington. BT and EYPCF to run a session with the group.

b. Parents Evenings

- i. RM reported they had attended two Parents' Evenings, at Kings Mill and St Anne's, in conjunction with the Commissioning team. Parents have been completing questionnaires about their requirements for a short break, when they are wanted, barriers etc.
- ii. There were concerns at these events that not many parents knew about the Local Offer. LG noted the Local Offer review was ongoing and a new website would be live in October. There was a discussion around when and where the Local Offer could be advertised to all parents so they are aware of where they can receive support, and how they can access it.

c. Consultation

- i. [re-dacted] noted that EYPCF had completed their provision survey with 79 responses. [re-dacted] updated the group on the responses. [re-dacted] to share results with KS.
- ii. EYPCF have uploaded a specific short breaks questionnaire to their website and distributed to parents. This will run for 6 weeks and asks questions about future provision.
- iii. SK noted that the consultation is due to go live on the 8th May and run for a minimum of six weeks. The consultation will be available in a range of media – face-to-face focus groups, paper copies and an online version.
- iv. SK stated there would be consultation with professionals who currently use the service. They will liaise with TYLER to reach as many children and young people as possible.

d. Next Steps

- i. All consultations should be taken to the Participation and Engagement Group to allow them to link in with one another.

5. Buddying

a. Buddying Update

- i. KS circulated an update on best practice of buddy schemes used to provide short breaks both from ERVAS and other Local Authorities.
- ii. [re-dacted] advised that a dedicated resource would be needed for this to ensure buddies are aware of safeguarding procedures and trained appropriately. The size of the East Riding would need to be considered as travel could be an issue.
- iii. A discussion was held about how the hours could be identified through being stated within

<p>a child or young person's EHC Plan.</p> <p>iv. KS described several schemes that use volunteers and require SEND placements, including Duke of Edinburgh Schemes, South Hunsley Sports Leaders and National Uniform groups.</p>
<p>b. Next Steps</p> <p>i. KS to complete an options paper.</p>

6. Special School Involvement

<p>a. Special Schools Update</p> <p>i. KS and RM met with the Heads of the three Special Schools. RM stated that the special schools are happy to make their facilities available, depending on school pressures.</p> <p>ii. Moving forward, the use of the special schools will depend on the outcomes of the consultation.</p>

7. Next Steps

<p>a. Next Steps</p> <p>i. There was a discussion around the options. These will be influenced by the consultations being run by the Commissioning team and the Business Transformation team.</p> <p>ii. The next meeting will be arranged for end of June/beginning of July to coincide with the end of the consultation and discuss the next steps.</p>
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8. Action Plan

The actions following from the meeting are detailed as below.

	ACTION	BY
1	<p>1. Data Mapping BT Team to continue the mapping of:</p> <ul style="list-style-type: none"> – Budgets and expenditure – Cohort needs and services received – Market place – provisions and gaps <p>2. SEND Foster Carers RM to circulate scope once approved by ER and JL.</p>	<p>BT Team</p> <p>RM</p>
2	<p>SEND and Universal Provision</p> <p>1. Establish an additional forum to look at the role of the voluntary and community sector and how they can provide assistance in short break activities. Two separate forums to be held, one with those working specifically with SEND and one with mainstream groups, focusing on each locality.</p> <p>2. Forum of childminders to be established in conjunction with the possibility of SEND Foster Carers to look at future involvement.</p>	<p>RM/KS</p> <p>RM/BB</p>
3	<p>Local Offer Inclusion Chartermark An options paper to be completed, looking at the financial implications, whether this could be in-house or commissioned externally.</p>	KS
4	<p>Consultation</p> <p>1. Additional focus groups to be established with EYPCF, including Pocklington.</p> <p>2. [re-dacted] to share results of EYPCF consultation with KS.</p>	<p>KS/RM/[re-dacted] [re-dacted]</p>
5	<p>Buddying An options paper to be completed, looking at the financial implications, whether this could be in-house or commissioned externally.</p>	KS
6	<p>Special Schools Consider the use of special schools when the consultation is complete.</p>	ALL