

## **18-08-01 Short Breaks Graduated Response Meeting Notes**

### **Attendance:**

Jackie Lown (Head of Children and Young People's Specialist Services)  
Ellie Gray (SEND Strategic Manager)  
Jane Henderson (0 – 25 Team Manager)  
Grace Conyers (Senior Commissioning and Quality Monitoring Officer)  
Rob McInroy (Principal Business Transformation and Improvement Officer)  
Kat Taylor (Senior Business Transformation and Improvement Officer)  
Kim Smith (Business Transformation and Improvement Officer)

### **Apologies:**

[re-dacted]

Lesley Gilson (Interim Specialist Services and Inclusive Education Manager)

Bridget Bennet (Early Years and Family Support Service Manager)

[re-dacted]

[re-dacted]

[re-dacted]

Sarah Keenan (Children's Commissioning and Quality Monitoring Manager)

### **Workshop Minutes:**

#### **1. Action Plan Update**

<b>Action</b>	<b>Update</b>
1. Data Mapping	RM provided an update. Work was continuing looking at the current cohort which could inform decisions around the market place. The gathering of data was proving difficult as data sets showed different results. KT is attending the SENCO Forum in September to discuss what data the schools hold.
2. SEND and Universal Provision	BT are working with SMILE to organise a date for September to hold a VCS workshop.

#### **2. Short Breaks Service Specification**

- a. GC reported that tender documentation had been prepared for the short breaks framework, based on the current framework but for one year only. This will allow the short breaks graduated response to determine future needs based on the outcomes of the consultation.
- b. There will be changes to the current contract in terms of monitoring information.
- c. GC will speak with providers to stimulate the wider market.

#### **3. Update on Short Breaks Consultation**

- a. KS reported there had been 178 responses to the consultation and final responses had been received from schools.
- b. KS noted that the same trends were emerging as in the PCF and Commissioning Team consultations. KS will conclude the analysis and circulate.
- c. KS discussed a gap for those with behavioural issues who do not meet the current criteria for a short break. This gap will be discussed in building the new short breaks framework for 2020.

#### **4. Local Offer Inclusion Chartermark Update**

- a. KS reported that the Transforming East Riding team had agreed to put the ERMOS and ERCAS forms online. There is a meeting to formalise this. The Inclusion Mark would then be able to be put online and be collected by Sports, Play and Arts but would need to be monitored by another team.
- b. A discussion was held on criteria, feedback routes and spot checks that would need to take place to ensure groups are inclusive.

## 5. Buddying Update

- a. **Colleges**
  - i. KS reported that East Riding College had supported the idea of volunteers and were happy to pass on students' details.
  - ii. Other colleges would be happy to discuss in September.
- b. **Consultation with volunteers**
  - i. East Riding College have suggested speaking to volunteers at open days about the project. KS to attend to look at what safeguards students would like in place as part of the buddying scheme.
- c. **SENCO Forum**
  - i. KS is looking into an online training course for buddies to access prior to volunteering. For those in schools this could be supported by SENCOs. Initial conversations have been positive.
  - ii. KS to attend to gain the views of more SENCOs.
- d. **Matching**
  - i. KS reported that the 0 – 25 Team will be able to identify children and young people with SEND who do not meet the criteria but would benefit from support.
  - ii. JL suggested SENCOs may be able to identify students who would benefit from the buddy scheme. KS to discuss at the SENCO forum in September.

## 6. Action Plan

	<b>ACTION</b>	<b>BY</b>
<b>1</b>	<b>Data Mapping</b> BT Team to continue the mapping of: <ul style="list-style-type: none"> <li>– Budgets and expenditure</li> <li>– Cohort needs and services received</li> <li>– Market place – provisions and gaps</li> </ul>	<b>BT Team</b>
<b>2</b>	<b>SEND and Universal Provision</b> 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.	<b>RM/KS</b>
<b>3</b>	<b>Consultation</b> 1. KS to continue the analysis of the consultation.	<b>KS</b>
<b>5</b>	<b>Buddying</b> 1. KS to look into other volunteering options including Bishop Burton College, University of Hull, East Riding College, Hull College and V Inspired. 2. KS to discuss matching and supporting online training at the SENCO forum in September.	<b>KS</b>

