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**Partners in Commissioning**

**Minute 27 November 13 2023**

**10:00 – 12:00** **Virtual**

**Partner Attendees:**

**Pinpoint:** Sarah Conboy (CEO); Bianca Cotterill (Finance)

**CCC:** Nicola Dawes ( Commissioning Officer SEND); Kirsten Branigan (Acting Head of SEND); Teresa Grady (SEND Adviser); Lizzie Robertson (Commissioning Manager Children with Disabilities Team)

**Health/Integrated care board:** Kathryn Goose (Commissioning)

**Apologies:** Janet Dullaghan (Chair of Trustees), Lisa Belton (Deputy CEO), Linda Green (Participation); Michelle Quail (Comms), Jon Lewis (Director of Education); Helen Andrews (Commissioning Manager, Children and Families); Angela Buxton (Head of SENDIASS). Siobhan Weaver (Designated Clinical Officer); Sue Allen (Healthwatch)

1. **Welcome, introductions and apologies**

Sarah welcomed everyone to the meeting and restated the purpose of the meeting (in line with the Terms of Reference) and what we are trying to achieve by coming together.

1. **Previous Minutes and Outstanding Actions**

These were noted (as completed)

1. **Current issues - health, education, social care / LA and ICS Changes and Implications for Commissioned Services**
   * Commissioning has been significantly impacted by the LAs parting – a number of vacancies and permanent staff only now coming into post.
   * Post-16 alternative education and training tender for operation from Jan ND
   * Young Carers Service retender. Survey out now, ND

ACTION: ND to share the survey with SC so it can be promoted via Pinpoint, too. ND

* Children’s External Placements including out of school provision – to be extended next year. ND
* Enhanced Resource Bases (EBRs)- SEMH and ASD) 2nd round Expressions Of Interest are now open. ND

SC asked if we could communicate this to parent carers as it was raised in peer review – parent carers were excited that there might be new local provision (heard at the CCC conference) but then heard no more from CCC.

It was noted that one recent attempt to commission was supported by the host school but not by its parents, and was forced to withdraw from the process. This will be mitigated by statutory consultation with school families taking place earlier in the process. KB

* Lucy Munt, the Head of Service for Children’sCommissioning, has just taken up the post, and a new forward plan for commissioning is being produced. This will shared once ready,
* The provider's activity framework continued to be monitored, and LA is looking to increase the offer LR
* Direct Payments are an established concept, but transitions to self-directed support for adults and transition arrangements are the focus for the coming months. LR

ACTION: SC to put LR in touch with Linda at Pinpoint to arrange for LR to join participation sessions for coproduction

* Home and Community Framework has now been awarded. ND
* Someone To Talk To Service to be retendered (current provider Centre 33) ND
* Out of School Provision working group is looking at how to assist with the cohesion of service providers.
* The new forward plan will look at opportunities for co-production LR
* Short Breaks Activities Framework will come up for retender LR
* Staff absence in health commissioning is having an impact on the limited capacity of the team.
* The splitting of the LAs has increased the number of meetings for the ICB requiring health attendance – the team was not configured to accommodate this increase of attendance and workload. There is ongoing work to look at the role of the Accountable Business Units that deliver the work of the Integrated Care System for Cambridgeshire and Peterborough. These ABUs are tasked with leading on coproduction. KG

It was noted that this work has started (Andrea Grosbois) but without the Forums! - SC and FamilyVoice are addressing this issue.

* There is new work to align the adult's and children’s autism pathways, and a new Neuro Diversity Pathway is being co-produced – to date, two steering meetings have taken place and wider coproduction is being planned. KG
* ACTION SC to ask Elaine Deazley-Morgan, who is leading the work to invite Nicola Dawes.
* Learning Disabilities &Autism (LD&A) wider piece of work being done by Madeleine Coddington and Karen Chopping to look at pathways and provide more capacity KG
* 2 new Mental Health Support teams come on stream from Jan 2025 (Peterborough), with 2 in Cambridge West and City starting Jan 2024. All Fenland Schools now have support. KG
* Asylum Seeker children’s support is under review, with maps being produced to enable resources to be directed as needed. KG
* New Panel for ‘placement and provision’ to assist with timeliness and consistency of placements and to indicate future need/system capacity. The panel now includes transport officers. The panel focuses on what the provision should be rather than a specific school place as, in some cases, there is no available place at the time the panel meets. There is new work which looks at what support will be needed if waiting for a place to become available. The panel seeks to ensure children do not fall through the gaps – following up to ensure children get a placement when one becomes available. KB

There is an opportunity to link to the mental health support teams in schools KG

ACTION: KB to invite KG to Panel

* The complaints review seeks to close the circle as there is often a link between provision/lack of places and complaints. There is an opportunity for the LA to communicate better what they are doing to address the common issues (also raised by Pinpoint) back to parent carers SC/TG/KB
* Public Health (Cathy Hartley) is leading a communications piece, which also incudes Healthwatch and should be linked into the complaints comms as just discussed. KB
* The Personal Budgets Policy is being reviewed, and the LA are seeking to provide improved communications on how it works and how to access the 3 types available (health, social care and ECHPs). TG
* The SEND Information Hub is under continual review and is constantly updated. There are now a standard 8 questions that contributors should check their content against to provide consistency and clarity on information TG

ACTION: TG will ensure Pinpoint are aware that the Hub makes substantial updates so that Pinpoint can review its website signposting for consistency.

* Accessibility Strategy will need to be reviewed next TG
* The LA SEND Team have been considering some of the quick wins, and the SEND Transformation Group will meet next week to plan ahead. Some areas to move forward quickly on include updating the Local Offer, the new Panel information and how it works, resolving the delay in SAT communications (as it's leading to increasing complaints), caseworker availability and responsiveness KB/SC
* The Wheelchair Service is retendering next year. There are issues with the current service as the budget means the service specification (and what it can fund in terms of wheelchairs) is so stringent that it doesn’t meet needs and often doesn’t fund the cost of wheelchairs, leaving families to cover the funding gap. The Parent Participation Officer at the contractor is helping families towards other funding. This has been raised as a significant concern with health (Siobhan Weaver), who was aware BC
* PMLD parents often feel isolated. Pinpoint has a new PMLD parent carer group to offer support and a way to raise voices BC.
* The Adult Day provision Task and Finish Group looks at the adult services and the discrepancy between resources and provision. There is a newly emerging issue of staff being unwilling to have training and take responsibility for significant health needs (i.e. epilepsy recovery medication, peg feeding, etc.) for fear of litigation. This training is thought to be mandatory in social care but optional in health. Clare Clewer is leading. BC
* PfA Health working group – progress was being made, but this has been on hold due to staff sickness absence. BC

ACTION: KG to follow up to find out what cover is in place to progress the PFA Health working group in the absence of staff leading the group.

1. **New people to include going forward**

The change in staffing as a result in the LA’s separating necessitates a change in who attends.

New members should include:

Lucy Munt (replacing Helene Carr)

Kirsten Clarke, new AD Carers Partnerships – new role

Diana Glover – (replacing Debbie McQuade)

Kirsten Branigan - Head of SEND Transformation – new role

Kelly Law – lead for Cambs on SEND Local Offer – new invite

Okailey Dua (replacing Zoe Redfern Nicholls)

Andrew Jones, new SEND Commissioning role

1. **AOB**

* The ‘Are you Co-producing ‘ Toolkit produced by Commissioning or those who are commissioning services has been refreshed and will go to senior managers for sign-off this week ND
* The LA was seeking to write a new coproduction statement but has been reminded that it already exists. This has been provided to the new in-post staff. This raises issues of how corporate knowledge is transferred in the organisation SC