



**Waltham Forest Parent SEND Meeting  
Agenda, Minutes and Action Plan**

Meeting Date and Time: **Friday 18<sup>th</sup> February 2022 10:30am-11:45am**  
Meeting Location: **Via Microsoft Teams**

**Agenda Items**

<b>No.</b>	<b>Item</b>	<b>Duration</b>	<b>Lead</b>
Agenda Item 1:	Introductions and Apologies	5 minutes	EG
Agenda Item 2:	Review Action Plan	5 minutes	All
Agenda Item 3:	New SENDIASS Provider	5 minutes	CA
Agenda Item 4:	RAS System	5 minutes	HN
Agenda Item 5:	Recommissioning Updates	5 minutes	KB/KD
Agenda Item 6:	Covid-19 Vaccinations	5 minutes	KB
Agenda Item 7:	Coproduction Updates and Parental Feedback	15 minutes	CP
Agenda Item 8:	Specificity of EHCPs	10 minutes	CP
Agenda Item 9:	Final Internal Audit	10 minutes	EG
Agenda Item 10:	AOB	5 minutes	All

Next Meeting Date and Time: **Friday 25<sup>th</sup> March 2022 10:30am-11:45am**  
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<b>Attendees for Friday 18<sup>th</sup> February 2022</b>		
<b>Name</b>	<b>Initials</b>	<b>Agency/Job Title</b>
Eva Gunkova	EG	Chair, Assistant Director SEND, LBWF
Cynthia Bobb-Semple	CBS	Customer Service and Business Support Officer, LBWF
Ellie Miller	EM	Autism EHP strategy manager
Wendylberg Laryea	WL	SW Practitioner
Katy Briggs	KB	Head of Integrated Commissioning
Carol Prideaux	CP	Parents Forum
<b>Apologies</b>		
<b>Name</b>	<b>Initials</b>	<b>Agency/Job Title</b>
Lynn McBride	LM	NELFT
Joanna Mahadoo	JM	Service Manager, LBWF
Cllr Alistair Strathern	Cllr AS	Councillor, LBWF
Janice Heath	JH	SEND Team Manager
Korina Gerolazou	KG	Parent Forum
Sarah Ahmet	SA	Parent Forum
Asta Simkuniene	AS	Parent Forum



Chali Mulenga	CM	Parents Forum
Kate Delaney	KD	Commissioning Lead, LBWF
Vikki Monk-Meyer	VMM	NELFT
Lynn McBride	LM	NELFT
Anthony Lyseight-Goslin	ALG	Manager Short Break Service, Leyton Green Road
Joanna Mahadoo	JM	Service Manager, LBWF



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
<b>SEND Performance – DASH Board</b>	No Open Actions for this Item. On agenda for SEND Strategic Board				
<b>Equipment</b>	Therapies review including OT	KB + VMM	TBC	In Progress	OT is going to cabinet next year and it is thought the completion will be July 2022.
<b>Co-Production Projects</b>	CP+ parent forum to update the co-production agreement post training dEMvery (by Dec)	CP	Feb 22	In progress	Parent to start thinking how we revise the new agreement.  Co-production training finished
	Explore short-break commission cycle	JM/KB	Feb 22	In progress	
	to update the location of where the new SENDIASS	KB	Feb 22	*NEW ACTION*	



ACTION PLAN					
Need	Action	Action By	Due Date	Status Outstanding / Complete	Notes / Comments
	will be within the community Details to be sent to JM in regards to repayment of DPs so that this could be addressed wit Terry or ASC.	CP	Feb 22		
<b>Primary Transfer</b>	CP to send information to CM/JH in regards to those who are informing parents that they are not allowed to see draft plans before they are finalised.	CP	Feb 22	*NEW ACTION*	
<b>New SENDIASS Provider</b>	To be invited to the next meeting	CP	Mar 22		
<b>RAS system</b>	To take forward to Direct Payment team and update at next month's meeting	WL		*NEW ACTION*	
<b>Specificity of EHCPs</b>	KB and LB to discuss	KB & LB		*NEW ACTION*	
	Discussion to be held with Fiona to explore suggestions	EG		*NEW ACTION*	

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Commented [EG2]: AS ABOVE



## Minutes for Friday 18<sup>th</sup> February 2022

No	Agenda Item
1	<b>Welcome, Introductions and Apologies</b> <ul style="list-style-type: none"><li>Minutes of Friday 21<sup>st</sup> January 2022.</li></ul>
2	<b>Review Action Plan</b>
3	<b>New SENDIASS Provider</b> <ul style="list-style-type: none"><li>To be Invited to the next meeting</li></ul>
4	<b>RAS System</b> <ul style="list-style-type: none"><li>Parents are concerned about the amount they are being asked to pay.</li><li>The £65 weekly fee are parents expected to pay this and how.</li><li>Increase is a general national increase across all Boroughs, payment depends on type of service chosen commissioning service or Direct payment, client is normally involved to pay the amount assessed towards their care and service, where Direct Payment sometimes parents or clients like to have personal budgets paid into their accounts and they pay the provider, parents pay the difference once the council has paid their contributions.</li><li>Clarity is needed during the assessment to parents regarding their allocation as they are not receiving written confirmation. Direct Payment do not sit with SEND, ASC need to communicate with parents.</li></ul>



**Minutes for Friday 18<sup>th</sup> February 2022**

No	Agenda Item	ACTION BY	ACTION DUE
	To take forward to Direct Payment team and update at next month's meeting	WL	March 22
5	<p><b>Recommissioning Updates</b></p> <ul style="list-style-type: none"> <li>• S75 continuing, related to speech and language therapy</li> <li>• SEND transport is picking up and going to cabinet in 4 months before going out for Procurement</li> <li>• Market engagement in March, regarding the model and pricing and if any barriers, model remaining the same to previous years.</li> <li>• Parent required for the SEND transport panel – There will be two panels, one to look at bids to ensure they are compliant and financial evaluation and the other panel will be looking at the scores.</li> <li>• The Quality panel will include parents.</li> <li>• National Deaf Children Society with parents</li> <li>• First performance meeting went well, a lot of work going on in the deaf inclusion service and focussing on making sure it is robust but not forgotten other parts of the element.</li> <li>• Autism and School project – Education trust appointed as trust, not clear as to what they are offering as part of their role, Schools are on board, project will be going back out to procurement so they can do their own deep dive,</li> </ul>		

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## Minutes for Friday 18<sup>th</sup> February 2022

No	Agenda Item
	<ul style="list-style-type: none"><li>• KD to bring back to the next meeting, staff structure, contact details for SENDIASS, all to let KD know if parents are being asked to attend their offices as this is not agreeable.</li><li>• Co-production – Leyton Green Road option – this must be done in co-production, Monday 21<sup>st</sup> there will be a re-set, options are for residential with a couple of options, one around PFA to learn independent skills, second option a Crisis House for children and young people with Mental Health needs to stop them going into ED or tier 4 whilst suitable placement sought in the community.</li><li>• Autism strategy – Charter workshop held last week for first step to look at what WF Autism Charter could look like, next steps to be looked at in another workshop, working on school review, planning first Autism Board for second week in March for those involved in carrying the Autism strategy forward, looking at prioritising actions, and proposals for Autism acceptance week, it is a short timeframe so there will not be a lot of events but looking at face to face and virtual events. Looking at sub-groups as part of the board who will be looking at Education and comms where actions from the Implementation board actions overlap.</li></ul>
6	<b>Covid-19 Vaccination</b> <ul style="list-style-type: none"><li>• No update</li></ul>
7	<b>Coproduction updates and Parental Feedback</b> <b>Compliments</b> <ul style="list-style-type: none"><li>• Farah Khan – responsive with HCPC changes</li></ul>





## Minutes for Friday 18<sup>th</sup> February 2022

No	Agenda Item
	<ul style="list-style-type: none"><li>• Occupational Therapy Team - good feedback and thanks given</li><li>• SEN officer good and helpful</li></ul> <p><b>Parent's complaints</b></p> <ul style="list-style-type: none"><li>• CAMHS issues – They do not phone when they say they will, if on EHCP list why are they not being prioritised – recommendation given that this should be raised with school or SW on individual basis.</li><li>• Waiting times for OT – confirmation to be sought from Lyn</li><li>• Young people with ADHD diagnosis should not just be given medication but what they should be expected to be received – being picked up by CAMHS board as a big issue nationally in adults as well as children, discussions are ongoing. Issues to be raised at the CAMHS board.</li><li>• Limes opening over the Easter holiday - the Contract has ended and will be discussed next week about the Local Authority position, letter has been agreed and will be issued to parents. Will be up to parents whether they continue to use this service independently. Alternative arrangements are being looked at by CP and KB and team and working with short breaks, also approaching other providers and boroughs. Tender will be re-opened. What are the Plans for older young people, high functional group – Providers can be approached to see what they can offer in line with short breaks.</li><li>• Autism youth group were on the framework but never set up. EG said they need to be mindful of the budget and it is not getting any bigger so need to be mindful of that but will try their best to provide for the Young people. Noted that not everything has to</li></ul>

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## Minutes for Friday 18<sup>th</sup> February 2022

No	Agenda Item
	<p>come out of short breaks. Expectation that SENDIASS continues with what is currently in place.</p> <ul style="list-style-type: none"><li>• Replacement for Matt Wright – recruitment in progress, interviews have taken place, waiting for acceptance from successful interviewee.</li><li>• Being kept updated of leavers and who to contact – This can be difficult to update everyone at short notice of an officer leaving,</li><li>• Going through EHC process – individuals found it horrific, nothing set out clearly once draft received, told had 15 days to comment and get final plan in place, had to take time off work, arrange additional childcare, due to feeling pressure. - Parents are to liaise with Team Manager and EG to look at, it is important to hear the story and understand the reasons that took place as this will be useful. Would be useful to have a process in place around timescales – EG and CP to review in 121. Process can be accessed online by parents,</li><li>• Who is the continuing healthcare commissioner – CP to email EM with the details to follow up.</li><li>• 5-11 vaccinations – letters have gone out to parents saying child is eligible, parents have contacted the GP but GP do not know anything about it. – will check and get update as that particular GP surgery may not be involved with vaccinations,</li></ul>
8	<b>Specificity of EHCPs</b> <ul style="list-style-type: none"><li>• There has been a lot of talk on chat pages around reports from Ed Sykes, speech and language, which does not specify in reports.</li><li>• Ed Sykes one not specified, difficult to make them specific and cannot specify school does programme for certain amount of</li></ul>



**Minutes for Friday 18<sup>th</sup> February 2022**

No	Agenda Item	ACTION BY	ACTION DUE
	<p>time as school may have different programme that does the same thing but not to specified timeline. Report needs to be specific and quantified, things taken out of Section F as not in the report but school needs Section F, and plans being signed off without being specific, causing huge issues for parents.</p> <ul style="list-style-type: none"> <li>• Discussion needed with speech and OT</li> <li>• If not available in report and coproduction it is difficult to come up with tailor made plan for the child, EG will pick up with Fiona. Coproduction is only useful if all is translating in the planning of the child, no straightforward solution but expectation for SENCO to be able and equipped to translate as a system in the coproduction meetings.</li> <li>• EP should know what programme the school run. It is problematic.</li> <li>• What are the steps to be able to make a decision if child meets level 3 or 4, provision map should be part of the pack it takes a lot of additional effort to put this together. There is only so many times SENCO can be asked for a provision map.</li> </ul>		
KB and LB to discuss		KB/LB	March 22
Discussion to be held with Fiona to explore suggestions		EG	March 22

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## Minutes for Friday 18<sup>th</sup> February 2022

No	Agenda Item
9	<b>Final Internal Audit</b> <ul style="list-style-type: none"><li>• Good outcomes of both audits and rated Green (low risk management)</li><li>• Target dates for medium risks were last year – these have been updated</li><li>• Owner of strategic risk management summary held of the risks which are linked to local area plan</li><li>• EG said certain bits are not necessary for the old remit, taken and addressed</li><li>• Further audits will be held, currently being audited for transport and providers and if any scope for financial risk.</li></ul>
10	<b>AOB</b> <ul style="list-style-type: none"><li>• Funding for SEND team, 3 extra permanent SEN officers and 2 Social Care assistants,</li><li>• PFA suggestion to move officers post 14 – going ahead, Team Manager currently reviewing the clusters as well as volumes of officers needed post 14, to be shared at a later date, Social Care assistants one for reviews and short breaks, reviewing remit to see how to maximise capacity.</li><li>• Local offer – part of digital Local Authority, JM to update at the next meeting</li><li>• Short Break review – forums for the year are being arranged.</li></ul>



**Meetings and Events - Business Support**  
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