

## Independent Support Board Meeting note Thursday 15 December 2016, 12.30 – 3.30pm

### Present:

Kevin Williams (KW) - Chair  
Maureen Morris (MM) - National Network of Parent Carer Forums  
Patrick Agius (PA) - Department for Education  
Martin Bull (MB) - Independent Support, Council for Disabled Children  
Dan Ellitts (DE) - Independent Support, Council for Disabled Children  
Christine Lenehan (CL) - Council for Disabled Children  
Daisy Russell (DR) - Information advice and support services network  
Kathrine Everett (KE) - Orchard Hill College  
Elaine Baulcombe (EB) SEND Advisor, Department for Education  
Sue North (SN) -NHS England  
Barney Angliss (BA) - School SENCO, Surrey  
Anand Shukla (AS) – Brightside Trust  
Jack Welch (JW) – Freelance

### Apologies:

Jill Wellings (JW) - Wolverhampton Council  
Clive Harris (CH) – Local Government Association

### Approval of previous minutes

The IS Board approved the previous minutes 20/10/2016

### 1. Revised terms of reference

Board signed off the revised TOR for the group.

**Action:** IS team to add TOR to CDC website.

### 2. Highlight

MB reported that this continued to be busy period, the key achievements being;

- Development of a proposed independent support programme delivery plan for 2017/18.
- Pre-planning work with services to understand the level of support parents and young people would need over Phase 4 ahead of a funding announcement.
- Soft launch of the publication: “Education, Health and Care plans - examples of best practice”, which has now been shared with IS agencies, IAS services and key stakeholders and received over 2000 visits as of 3 January 2017.
- Review of management reports from 140 IAS services
- The commission of 5 short animations to help promote EHC plans and person centred learning where the target audience is parents.
- Booking and advertising of the next round of training offer (2-day Core and 1-day refresher)

- Publishing new online 2-day training packages to improve the standard and quality of IS training.

### **3. Phase 3 highlights: October 2016 – December 2016**

In terms of progress against programme KPIs MB reported the following:

- In this period the IS team have started discussions with suppliers ahead of a contract award notice from DfE. This is critical work that needs to be start before 1 April 2017 onwards.
- Next financial year the IS team will introduce a KPI to cover exit and legacy arrangements and diversity data on the IS workforce.
- For this period the delivery of support remains steady across Services at roughly the same level as the previous quarter (April-August).
- Based on 140 IAS service reports, 4,068 parents/young people received Independent Support of which 1,152 were reported as being completed in draft.
- Support continues to be predominantly provided to parents/carers although the number of young people being supported remains constant across the quarters.
- Direct referrals remain by far the most common route for referrals at 73%.
- Next training Cohort will consist of 5 X 2-day core training and 6 X 1-day refresher training. There will also be 3 bespoke in house training days taking place in the next period to support larger IS agencies with new recruits.
- Board discussed the best next steps for the evaluation of the programme and it was agreed the group would review the purpose and approach of the evaluation in the new year.

### **4. Proposed Independent Support delivery plan for 2017/18**

- MB shared the proposed independent support programme delivery plan for 2017/18 if funding was available over 2017/18. The board were asked to comment or challenge.

### **5. Workshop report**

- MB presented an overview the workshop activity in the year to date and circulated a report for the group to take away. The broad findings of the report were that the workshops have been a particularly effective tool for engaging stakeholders and improving the quality of reporting and case study righting across contractors. MB outlined future plans for workshops in early 2017 and a broader programme as part of the delivery plan for 2017/18.
- MB proposed that the workshops that were additional within this year's contract are incorporated into next year's contract if awarded. The workshops were considered worthwhile and benefited the IS team and stakeholders but next time should engage LA staff as well – MB believes that if we want to seek out best practice, promote sustainability,

legacy and joined up services then this is the best way to get services to address these issues.

6. **AOB**

No issues raised in AOB.

**Meeting closed.**