

**Independent Support Board Meeting
Thursday 20th October 2016, 12.30 – 4pm**

Present:

Kevin Williams (KW) - Chair
Maureen Morris (MM) - National Network of Parent Carer Forums
Patrick Agius (PA) - Department for Education (via telephone)
Martin Bull (MB) - Independent Support, Council for Disabled Children
Dan Ellitts (DE) - Independent Support, Council for Disabled Children
Ludmila Gonta (LG) - Independent Support, Council for Disabled Children
Natalie Naraine (NN) - Independent Support, Council for Disabled Children
Elliot Lyne(EL) – Finance Director, National Children’s Bureau
Daisy Russell (DR) - Information advice and support services network, Council for Disabled Children
Elaine Baulcombe (EB) SEND Advisor, Department for Education
Barney Angliss (BA) - School SENCO, Surrey
Sue North (SN) -NHS England
Kathrine Everett (KE) - Orchard Hill College

Apologies:

Christine Lenehan (CL) - Council for Disabled Children
Peter Ellis (PE) - Richard House, Children’s Hospice
Jill Wellings (JW) - Wolverhampton Council
Nic Crosby (NC) - In Control - Resigned
Clive Harris (CH) – Local Government Association

Approval of previous minutes

The IS Board approved the previous minutes 18/07/2016

Review of Action Log items

All actions closed apart from the issue of improving diversity and reach within IS agencies (where necessary).

Options discussed included;

- Strengthening the contract KPIs in this area
- Conducting a deep dive across a sample of agencies to assess situation

MB reminded the Board that when contracting supplier’s, they were expected to evidence diversity and reach in their applications but not required to submit data in management information.

Action: DR to share IAS Service guidance on diversity and reach with the IS team to see how this might be updated and tailored for use with IS agencies.

1. Progress on Independent Support

MB presented to the Board progress and an overview of activity for the Independent Support programme for the period Sept 2014 to October 2016.

Good progress is being made with 1-2-1 support being provided to over 57,000 parents and young people to date.,

The first reporting period for IS agencies in Phase 3 (July - October 2016), shows that momentum has been maintained despite this period spanning the summer, with support levels roughly the same as the previous reporting round. The IS team envisage that this will only increase over the coming months.

The Quality Assurance survey has now reached around 2,000 responses from parents/carers and young people. The feedback remains positive – MB shared the figures with the Board.

2. Internal Audit of Independent Support

EL fed back to the group on the external audit of the Independent Support programme. The report was overall very positive with no financial or contractual irregularities being raised, there were however some recommendations around the governance structure and framework of accountability for the programme. EL is working with the head of NCB governance to review internal structures and will report back to MB or directly to board with results.

Action: EL is working with the head of NCB governance to review internal structures and will report back to MB or directly to board with results.

3. Governance Review

A discussion took place around the accountability of the IS Board Group. KW said he did not think the board should make the financial decisions, rather this should be made by NCB board of trustees as NCB are contractually responsible.

MB pointed out that he needs the IS board to advise him as the programme manager for several decisions e.g. on training programmes, evaluation activities and conduit spent, ensuring KPI's are met.

It was agreed that the IS Board would become an IS advisory Board.

Action: Terms of reference to be amended to reflect advisory role.

The board also agreed that this would be a good time at which to review the membership of the IS Board with a focus on who would be the key representatives to take the programme into the next phase. Representatives from the following areas were suggested: LAs, young people, young offenders, ADCS, post 16, mainstream FE's.

Action: Board members to email KW with any contacts/recommendations from any of the above sectors. Outcomes are below with new members highlighted in red.

Name of board member	Job Title	Organisation
Kevin Williams (chair)	Chair	Independent Consultant
Christine Lenehan	Director	CDC
Martin Bull	Assistant Director	CDC
Daisy Russell	Network Co-ordinator	IASS Network
Maureen Morris	Representative for North East and Cumbria	NNPCF
Patrick Agius	Special Educational Needs and Disability	Department for Education
Jill Wellings	Head of Special Needs, Early Years	Wolverhampton Council
Barney Angliss	Independent Consultant	Independent Consultant
Clive Harris	Senior Adviser, Children and Young People	Local Government Association
Kathrine Everett	Interim Quality Assurance and Professional Standards Development Manager	Surrey County Council
Sue North	Social Care & Education Adviser	NHS England
Elaine Baulcombe	SEND Advisor	Department for Education
Janet Leach	Head of Service, Joint Service for Disabled Children	Enfield Council
Anand Shukla	Chief Executive	Brightside
Jack Welch	Freelance, currently working on NCB projects	Represents disabled young people

4. Report on progress: Information, Advice and Support Services

DE presented a detailed analysis of the latest IAS Service monitoring reports, with the caveat that the conclusions were not statistically based but rather an analysis of the narratives provided by services. The analysis was broadly positive, with the amount of 1:1 support provided by IAS Services increasing by almost 50% over the last year. The reports reflected issues raised by IS agencies such as;

- Quality of EHC plans
- LAs keeping to time tables
- Staffing pressure

The IS funding was seen to be key in keeping many services “afloat”, raising concerns for what might happen post Independent Support.

5. Update on evaluation sub group meeting

The evaluation sub group held their first meeting in October to discuss the approach to the ongoing evaluation of the Independent Support programme. The group felt that the key requirements of the evaluation going forward are:

- To provide live/current data and feedback to the IS team to support and improve delivery
- To provide input and analysis around the next steps for the IS programme and possible legacy

PA fed back that the sub group had discussed the possibility of a third party agency providing analysis and a proposal for a post 2018 approach. MB felt that this may present a risk compromising NCB in any future procurement for the delivery of this support.

Action: PA to circulate notes from the sub group meeting for the Boards consideration and for discussion at the December Board.

6. Ofsted/CQC

MB remains in conversation with DfE CQC/Ofsted lead and has offered to provide combined contact lists for LAs including IS providers. IS does not currently feature in the Ofsted/CQC inspection criteria but MB will continue to influence where possible and feed back to board.

<https://www.gov.uk/government/publications/local-area-send-inspection-outcome-letters>

7. IS Managers workshop

MB presented feedback and statistics on the five regional Independent Support managers workshops and reported they were very well received by participants and stakeholders. The plan looking forward is to organise more workshops aimed at Local Authority managers in February 2017.

Action: MB to devise a plan for next set of workshops for DfE approval before progressing.

SN thanked everyone on behalf of NHS England for inviting her to speak at the workshops.

AOB: None

Future meeting dates

The following dates proposed were agreed by the board.

Thursday 15th December 2016 and Thursday 30th March 2017

CLOSED