

# TRANSITIONS BOARD

Minutes of the Meeting 2 December 2024

1.30 – 3.00 Ballard House, Plymouth and online



## Welcome & Apologies:

### Attendees:

Lisa Linscott - Service Director, Education, Participation and Skills, Plymouth City Council (PCC)  
Stephen Beet – Head of Adult Social Care, PCC - Chair  
Jim Barnicott – Head of Education and Virtual School, PCC  
Andy Williams – Organisation Lead Adult Social Care, Livewell Southwest  
Graham Roser – Educational Improvement Partner, PCC  
Claire Paddon – Co-Chair Plymouth Parent Carer Voice (PPCV)  
Sara Holt – Head Teacher, Brook Green Centre for Learning  
Caroline Lovell – Project Support Officer, PCC  
Felix Gradinger – Researcher in Residence, Plymouth Health Determinants Research Collaboration  
Jackie Kings – Head of Housing Solutions, PCC  
Natalie Fallaize – Head of SEND, City College Plymouth  
David Brown – General Manager for Women’s and Children’s Services, University Hospitals Plymouth  
Tina Brinkworth – Head of Skills and Post 16, PCC  
Ross Johnston – Programme Manager, PCC  
Anita Dykes – Directorate Manager, Livewell Southwest

### Apologies:

Emma Crowther – Service Director, Integrated Commissioning, PCC  
Lisa McDonald – Head of SEND, PCC  
Danielle Tweedie – Head of Service, Children’s Social Work, PCC  
Karen Blake – Head of Service, Permanence Service, PCC  
Tracy Clasby – Assistant Director Children, Young People and Families Service, Livewell Southwest  
Emma Fawkes – UHP NHS Trust  
Sue Syers – Lead Nurse Community Paediatrics, UHP NHS Trust  
Karlina Hall – Senior Commissioning Officer, PCC  
Martine Aquilina – Head of Service, Targeted Support, PCC  
Isabel Smith – Livewell Southwest

## 1. Welcome and Introductions

Stephen Beet welcomed everyone to the meeting.

Introductions were made.

## 2. Minutes of the last meeting:

Circulated with agenda pack and agreed.

## 3. Highlight Reports - Strand I Preparation for Adulthood for Children and Young People with SEND

Tina Brinkworth provided an update on Strand I. A significant data cleanse has been undertaken and data is accurate. The strand is progressing well and is back on track to achieve workstream objectives.

- Employment, Education, and Training status (EET) has not been recorded for September and October but will start in November. Our EET status is 86% (89% last year), so we are starting the year strong. The EET status target is 92% this year, which is very ambitious.
- We have 56 Young People (YP) on supported internships and have a strong pathway to employment. This represents 4.5% of SEND YP.
- Post 16 Forums are up and running with providers looking at attendance, attainment and progression.
- Timeliness for issuing new EHCPs is at 100% for 6 weeks, and decision making is 72% for October, with timeliness work planned over the next 6 months.
- Training on EHCPs has commenced for 0-25 Team.
- Lisa has completed some dip sampling for preparation for adulthood and consulted a young person who will give their feedback at next board.

**Agenda Item:** Young Person coming to the next Board.

**Action:** Annual Reviews to be included in the Highlight Report. Lisa is waiting for additional staff to start.

**Risk:** Capacity within the teams to deliver the transformation. There is a recruitment plan for the 0-25 team, with posts signed off and recruitment in process. The RAG rating is amber until staff are in place and operating efficiently.

#### **Supported Internships:**

- We have 56 YP on supported internships and have a strong pathway to employment. This represents 4.5% of SEND YP.
- Supported internships transitioning to work are monitored using DWP standards of 12 weeks. Transitions into Further Education (FE) are monitored in the last academic termly meeting where conversation and challenge takes place.
- There is a target to achieve 75 supported internships by end of March, which is ambitious. Plymouth is leading the way and one of the highest levels nationally.
- Supported internship providers last year: City College Plymouth (97% transitioned to work or FE) and Discovery College (100% transitioned into paid work)
- Supported internship providers this year: City College Plymouth, Discovery College, and Lifeworks
- Supported internship providers next academic year: City College Plymouth, Discovery College, Lifeworks, Oncourse Southwest, The Arts University, Skills Group, and Eat That Frog.

**Action:** Monitoring of YP going into post 16 provisions to come through in the plan.

#### **Strand 2: Transitions into, through and beyond school**

Graham Roser provided an update on highlights for Strand 2.

- Partnership colleagues have been invited to attend SENCo briefings to promote information sharing and consistent messages. Health colleagues have presented an item at the Early Years SENDCo Briefing and will be delivering slots and inputting where relevant. This will continue across Primary and Secondary SENDCo briefings.
- Work is underway on Section 23 duty with Sara Kirkup.
- Early Years Improvement Officers are supporting settings to understand the Ordinarily Available Provision (OAP). Providing information on how to access services to support children, particularly regarding Elective Home Education (EHE).
- Developing systems so children and young people are aware of services and how they can access support.
- Developing communications for schools and Early Years settings to ensure timely and appropriate referrals.
- Establishing a transition portal for pupils moving into Post 16, and Place Based work around Transition.
- Re-launching Child in Need (CIN) Framework. Proposed 15 January 2025.

**Risk:** Section 23 information. Action is in progress.

**Action:** Timeliness of Annual Reviews in relation to transitions for YP with SEND to be included in the next Highlight Report, along with Enhanced Transitions work (following meeting to be held in December).

### **Strand 3: Transitions from Children's to Adult Social Care**

Strand 3 meeting due to take place on 12<sup>th</sup> December 2024.

**Action:** Late Highlight Report to be added to pack for this Board and a new Highlight Report for January – Karen Blake.

**Action:** Stephen to raise scope of this workstream at Thursday's meeting, and whether Short Breaks should be part of this workstream. Transitions draft protocol has been drafted will be shared at the next meeting by Andy Williams.

**Action:** Short Breaks budget pressure being held by Tina's team with no influence on the transitions space. This will be added to the risk section for Strand 3.

### **Strand 4: Transitions from Children's to Adult Health Provisions**

David Brown provided an update on Strand 4:

- An updated pack was sent today which reflects Friday's Strand 4 meeting.
- The group's aim is to conclude all actions and ensure further actions that are coming from the workstream meeting are added and further defined. The action plan is evolving, and all impact boxes are still to be completed. All definition will be finished by Christmas.
- 3 actions have been completed relating to LSW CAMHS and AMHS relating to successful recruitment of transition support workers, development of a transitions leaflet and reviewing the transitions policy between CAMHS and AMHS

#### **Risks:**

- Livewell have set up a delivery group and a delivery group needs to be set up in the hospital. However, timing at this time of the year is difficult. Winter Pressures can have a significant impact on individuals' capacity to be able to engage with improvement work between December and March where the teams have a clinical commitment to Unscheduled Care. The group expects to be able to deliver agreed actions for an update at the 6 January Board meeting.
- Some of the team involved in improving transition are also involved in improving timeliness of services for people awaiting ASC assessment which may compromise the time they are able to commit to each project

**Action:** Invite Felix to the next Strand 4 meeting

### **Strand 5: Transitions from Young Carers to Adult Carers**

Stephen Beet provided highlights for Strand 5:

- Continued collation of Young Carers Needs Assessments and Transitions Assessments processes, paperwork and practice to develop a pathway for young carers.
- 10 Wishes work is continuing.
- Review of pages on the Plymouth Online Directory Young Carers Support Hub have been completed.
- The Carers Strategy was launched on Carers' Rights Day (21/11/2024), this was co-produced with young carers.

- Young Carers alert has been added to Eclipse with reporting built in to bring together information from Eclipse.
- Planned activity – Young Carers Assessment and Transitions Workshop by Time4U.
- Planned activity - Development of the Young Carers Assessment and Transition templates and guidance as part of the assessment and transition pathway.
- Planned activity - Awareness raising training and young carers assessment training for schools and other professionals.

We are in a position to sign up to the No Wrong Door for Young Carers MoU with Children and Adult Services, Livewell Southwest and The Children's Society. There is still a risk that Devon ICB have not yet signed up to the MoU as other Devon LAs are not signed up to new MOU yet. Work is progressing on this.

### **Strand 6: Universal Advice & Guidance**

Ross Johnston provided an update on Strand 6:

- Initial meeting held which considered the definition of universal advice and guidance in the context of transitions. Request to the Board for their understanding of the scope for this strand and what outputs are required.
- Dependencies identified across groups 1- 5.
- 2 meetings will be held in December with the aim of producing an action plan, allocating actions, and reviewing membership and dependencies.

It was agreed that the focus for Strand 6 was to ensure there is clear, and easy to access and digest, information, advice and guidance for children, young people, parents, and carers from early years all the way through to work and further/higher education. The most likely way this information will be accessed is digitally. This will require research and a review of existing information which is then co-produced with children and families, so we capture what information is required and in what format, to provide refreshed information, advice and guidance. The offer will include information and guidance on how a young person can step into living independently and where to go for help.

PPCV has extended an invitation to the Transitions: Preparation for Adulthood Conference in February 2025 which will provide an opportunity for collaboration with children, young people and families.

#### **Risks:**

- Universal advice and guidance is ambiguous in the project's context and Action Plan is unclear.
- There is no dedicated lead for T&F group 6, with Ross Johnston covering until a Project Manager for Transitions is in position.
- A programme-related risk has been identified as not picking up work on housing and homelessness.

### **4. Collaborative Auditing**

Stephen Beet led a discussion of collaborative auditing.

- Case file auditing is in place, but not necessarily in relation to the Transitions pathway. Transitions: Preparation for Adulthood Task & Finish Group Strands need a different auditing process.
- It was agreed that all workstreams should work to the same auditing principles which include young peoples' experiences.
- A subgroup to be set up to draft an approach/tool which can be used against all workstreams. The Principal Social Workers for Children and Adults to be invited.
- Benchmark now so that we can see improvements across time. Auditing will give clear actions which will feed into action plans.
- Auditing is taking place in this meeting space, and we are continually learning. Assurance rather than accountability.

**Action:** A guide on the approach to collaborative auditing to be drafted by Lisa, Stephen and Felix. The Principal Social Workers for Children's and Adults will be invited to the meeting to be arranged in December with a draft coming to the next Board.

## 5. Review of Transitions Portal

Graham Roser shared Nicola Keeler's presentation on the Transitions Portal. This has been shared at the SEND Strategic Engagement Group and SENDCo conference. Key excerpts from the presentation:

The online Transition Portal has been in place from September 2022 to share information in a consistent format across the city.

### Where were we 2023-24

**100% of schools across the city engaged in the process and collaboratively working together.** 3x Cross phase events across the year for transition coordinators, admin and SENCOS to share good practice and provide consistency of experience for students transitioning across the city. Focus this year on sharing best practice on enhanced transitions.

### Plymouth Schools Update:

- 100% of primary schools signed up
- 100% of primary schools have uploaded pupils
- 99% of primary schools have completed all the forms within the Transition Portal (1 school did not)
- 527 Portal users

### Out of Area/Additional Schools:

- 29 additional feeder primary schools have signed up
- 2 private schools have also engaged in the process

### Other

- Plymouth primary feeder schools have identified approximately **1,310** children on the Early Intervention Indicator to highlight their needs to destination secondary schools as early as possible in the transition process.

### Focus areas for 2024 – 2025

- Further develop enhanced transition. Thoughtful transition planning between different phases can create a seamless shift, ensuring pupils and their families feel they are moving from one safe space to another.
- Cross phase open mornings starting in January 2025
- Creating a sense of belonging through transition

Discussion followed the presentation:

The transitions portal was important work to produce a level of information sharing. Detailed analysis is now required to show:

- what is being done to pick up Early Years providers who are not inputting to the system now
- what is being done to ensure we get consistently high-quality information, and
- what is being done to ensure the information being utilised.

Lisa raised that there are issues in the system which need to be addressed. For example, information quality that was received by a school was poor and not in good time. In a further example, we provided good information; however, we have evidence it was never looked at and not utilised. We need to ensure we have consistently high-quality information that is utilised in a timely way. There were significant concerns about the quality of early years information and the levels of early years' input. We need to apply the learning from the process so far to ensure this is a strong, well-used system. Some of these issues, including the need for auditing, were also raised at the Head Teachers Conference.

Graham acknowledged this a relatively new process and auditing will allow a response to challenges. Graham will report back from the meeting to Nicola Keeler who is leading the process.

#### **6. Risks and Issues and Transitions Action Plan**

Column to be added in Action Log to indicate Strand and Risks Log to be update by Strand Leads.

The Action Plan was updated.

#### **7. Work Plan**

Future Board aligned to the Action Plan.

#### **8. Key messages and Comms**

None raised.

#### **9. Any Other Business**

Lisa Linscott – SW Regional SEND Project announced the One Day SEND Conference, Thursday 3<sup>rd</sup> April 2025 at the Mercure Exeter Southgate Hotel. The theme is Moving On & Growing Up (transitions). Email with details was circulated 27/11/2024.

**Date of next meeting:** 06/01/2025 1:30 – 3:00, online