

MINUTES OF THE TRANSITION FORUM
Held on the 9th July 2009 at Downs View Link College

Present: Jenny Brickell, Head of Service (Social Care Lead), Seaside View CDC (Chair)
Maureen Pasmore, Employment Support Manager, Supported Employment
Jennifer Chapman, Consultant Paediatrician, Seaside View CDC
Naomi Cox, Manager Integrated Learning Disability Services, Adult Learning Disability Services & Housing
Karen Kingsland, Project Development Officer, Integrated Learning Disability Services & Partnership Board
Sue Winter, Transition Development Worker, aMaze
Claire Peligry, Parent Representative
Adrian Carver, Head Teacher, Downs View Link College
Jacqueline Coe, Head of Learning Support Service, Pupil Support Services
David Cooper, Resource & Admin Manager
Kate Pottinger, deputising for Karin Divall, Adult Physical Disability Team
Lynne Berry, Secretary to Jenny Brickell (Minutes)

Apologies: Susy John, Rosie Chapple, Peter Wheatly-Crowe, Michael Nix, Georgina Marnier

I. DVD – ROVING REPORTER

The meeting viewed the DVD and agreed that whilst interesting it did not really address it's brief regarding transition pilot evaluation.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

YAP

Following on from YAP presentation at last meeting, the YMCA Mapping Report has been distributed and Stuart Johnson will give a talk on the report at today's meeting. Jenny has contacted the Family Information Service regarding Mapping to ensure that the information re clubs etc. goes on their website to be available for children and families.

National Transition Support Programme

Karen Kingsland has contacted the National Transition Support Team for feedback on our Self Assessment Questionnaire and will give an update at today's meeting.

Transition Team

We are in the process of recruiting another full time member of staff to join the team.

Adrian Carver commented that there are still concerns regarding the level of service currently being provided by the team. Their attendance at both sites is light and the majority of support delivered is provided by year 14 staff at DVLC. Adrian had a helpful meeting with Miranda Wharam and Patrick Field last March agreeing levels of service and

expectations but these have not been fulfilled. Most transitions have been completed but a little late in the day which has caused lots of anxiety for students and parents and problems with funding.

Adrian expressed the view that the service is not meeting needs. Naomi Cox thinks most issues can be dealt with at the next Steering Group. She pointed out that all members of the transition team are struggling with generic roles because of the staffing situation but hopefully once the manager is in place, this will be resolved.

There is a need to identify the gap. This work was attempted by the sub-group of the Steering Group and the information is there. Good practice has slipped and we need to get back to where we were about 12 months ago. This can be taken forward at the next Steering Group, who will identify the gaps and any actions and feed this back to the next Transition Forum.

Maureen Pasmore mentioned that an employment plan should be included in the Year 9 review.

ACTION: Meeting organised between Adrian Carver, Naomi Cox and Jenny Brickell.

Health

The flyer for the conference on Children That Fall Outside of Mainstream Services has been distributed to all Forum members.

Work Plan

Naomi Cox has discussed with Karen Kingsland and this will be considered later at this meeting.

3. NATIONAL TRANSITION SUPPORT TEAM AND FUNDING

This initiative comes from Aiming High. Transition is in need of extra support and the Government is putting additional money into this. Earlier this year, every Local Authority was asked to complete a Self-Assessment Questionnaire for which they received £10,000 towards the completion costs. Unfortunately we were not awarded extra funding.

As part of the National Transition Support Programme we will receive the assistance of Natalie Trentham who will visit us to see what support we need and to finalise our objectives. Natalie has drafted up something to fit in with our Work Plan and we will use our responses from our Self-Assessment Questionnaire to inform the content of our new updated Work Plan.

Natalie will spend 8/9 days doing work with us. She will also be considering with us ideas about good practice across the region. We need to think about how we want to use her to make an impact locally. She has drafted up some possible actions. We need to think about these in conjunction with the work Karen Kingsland is doing on the Work Plan. Naomi Cox handed out copies of the National Transition Support paper.

Natalie Trentham and her colleague, Chantal Homan, will be attending the Forum on the 10th December.

4. EDUCATION MAPPING EXERCISE

Jacqueline Coe said we need to look at the quality of the Year 9 process. Currently have mapping from Year 9 to post 19. Over the Summer and early in the Autumn term she wants to assess the Year 9 process reviews that have taken place (approximately 140). Part of “Moving on Plan” - Section 1.39 of Learning and Skills Act – consulting on a new framework for assessing the needs of young people with learning difficulties for accessing post 16 and post 19 provisions. The review will be in line with Every Child Matters detailing health care, social care and education. There will be differences in the way assessment is signed off. In future there will be a more rigorous process incorporated into the system and starting at Year 9, each part of the process will be reviewed and evaluated.

Do we need to agree framework for audit? Task will come into Work Plan. Maureen Pasmore should look at it. Framework will be circulated to Forum. Adrian Carver said this would be an ideal opportunity to rationalise paperwork and to produce standard forms. Sue Winter mentioned that there is a national project to streamline paperwork, which should all be person-centred. Natalie Trentham could help us with this.

Jacqueline Coe will work with East and West Sussex County Councils on this. Jacqueline said the plan is to shadow the LSC process. David Cooper, who will be working with Jacqueline on this project, will get a good idea of what our existing process is in order to formulate the new process.

Sue Winter said that the aMaze handbook is being updated so if there is anything in writing about the changes she would appreciate this information from Jacqueline/David.

ACTION: Jacqueline Coe has sent round sample questions. These will be worked up into final copy after David Cooper has completed an audit and circulated to this Forum.

ACTION: Jenny Brickell to send existing Transition Protocol to Natalie Trentham.

5. WORK PLAN AND MEMBERSHIP

Karen Kingsland is currently preparing a new Work Plan from information contained in the old 2007 plan and the Self-Assessment Questionnaire (SAQ) completed in January 2009, plus the work being done with Natalie Trentham. All of the “in development” and “potentially to be done” items from the SAQ will be incorporated in the work plan. The work plan will also include actions from the previous plan. There are 10 target areas. Natalie’s suggestions have already been included. The aim is to have one document that includes everything.

We need to look at what we want to develop, work in progress, how to get this on track and things we said we are doing. Need to keep “potential” things on track too. High priority is to put the information Karen has collated into a table showing who has been tasked with the various actions, when the actions should commenced and the date they

should be finalised. Some “in development” items are being done by other areas but we need to keep track of what’s happening with these too.

Terms of Reference need to be monitored once a year and we can use the SAQ for this.

Naomi Cox pointed out that another essential item is that we measure the usefulness of things in our plan.

ACTION: Naomi, Jenny and Karen to discuss using part of the £10k for Karen to put the Work Plan together.

Everyone to consider how any spare money there might be from the £10k could be spent.

Karen Kingsland will transfer the Work Plan information into a table format and bring this to the next Forum.

Membership also needs to be discussed to ensure that we have the right people attending the Forum. A decision regarding who needs to lead on the various areas would clarify those who should be included in the membership list.

ACTION: Everyone to think about the gaps in our membership list which will be finalised at the next Forum.

6. MAPPING

Stuart Johnson and Yolanda Taylor from Hove YMCA gave an informative talk on this initiative which was commissioned by Brighton & Hove Child Development and Disability Service to identify the current social, sport and art-based activities in the Brighton and Hove area for young people with disabilities aged 11 – 25. The work was carried out by means of interviews with professional workers, voluntary/statutory organisations, young people, parents/carers, existing providers (both of specialised and mainstream social and leisure opportunities to young people with disabilities) and mainstream youth providers (currently not offering places for young people with disabilities). The document contains a comprehensive list of organisations and the services they provide.

The outcome of the research indicated that whilst there are a variety of leisure opportunities for disabled young people, these do not meet all the requirements for this group. The main reasons for this were identified as lack of skilled and experienced staff, sustained funding and transition provisions - particularly for the age group 18 – 25. There were also issues around the location of the services and transport. The report’s main recommendations are training for mainstream staff, continued and sustained funding and a wider range of non-curriculum activities for those in the age range 18 – 25, including support with transition to adult services.

Jenny thanked Stuart and Yolanda for coming along to the Forum to discuss this most useful piece of work. She mentioned that the document will be presented to the Council’s Director’s Management Team to make them aware of the research and to put forward some proposals about where it sits within the organisation.

It was agreed that the issue of training would be looked at by the Aiming High sub-group. Jenny also mentioned that we are going to produce an information leaflet for service users.

Chris Kerridge of Cherish has managed to raise some money for young people 18+ to continue at Cherish instead of moving on to Adult Services because he is aware of the gap.

Naomi Cox said she will take the Mapping Report to the Taking Part in the City Sub-Group to see what can be done about the gap. There is an issue around funding the gap as this would not come under "critical or substantial need". Jenny Brickell said we need to look at how we get the gap profiled and taken forward.

With regard to the issue of transition, we need to have various areas working together to obtain funding for "befriending/socialiser/actuator" assistance for young people who have left Children's Services and do not yet fit into Adult Services' leisure pursuits. Many colleges and universities provide pursuits for able-bodied children but generally these are not accessible for disabled young people in the 18 – 25 age range. What we need is for mainstream organisations to think about how they can include disabled young people at their venues. City College have links in place with organisations but they would need support to change the perception that disabled young people could in fact use them.

Stuart Johnson said that on Wednesday afternoons they have availability at the Hove YMCA centre to be used but there are issues around transport, support, etc.

ACTION: As part of the Work Plan, Karen Kingsland is to think of some objective to go on this in conjunction with Naomi Cox and Jenny Brickell

It was agreed that we need to start to do something pro-active regarding travel. Ideas:

- Use non-Council staff to drive Council vehicles (not mini-buses because of legislation).
- Use our contracted taxi service to transport young people to and from after school activities (Steve Healey is the contract).
- Explore the question of whether or not schools would be prepared or able to take on the organisation of transport for after school clubs, etc.
- Encourage independent travel by public transport. Adrian Carver mentioned that there is a handbook (The A to B Guide) for schools to use in training children with disabilities to use public transport.
- Sue Winter mentioned the possibility of setting up a network of volunteers linked in with the Travel Buddy Scheme (contact Eva Jarvis). Any volunteers would need to be police checked. Adrian Carver didn't think that the school's insurance policy would cover volunteers to supervise children but that the insurance implications would become irrelevant if the volunteers were used to shadow the route or to be at the receiving end when the student was travelling independently. Volunteers could also be used if the activity was outside of school.

ACTION: Adrian Carver to prepare a briefing paper for potentially interested parties and identify key people.

7. UPDATES

Naomi Cox – Adult Services

Health Transitions

Natalie Winterton unfortunately could not attend today's meeting as planned so she sent her apologies and asked Naomi to go through the summary she had prepared. She specifically asked Naomi to raise the following point:

Natalie would like to have a steering group for the work she is doing for us. The membership could be quite small but needs to be comprised of good people. Suggestions welcome for membership of this group which would only exist for the length of the piece of work.

The Forum suggested the following as possible members:

- Jenny Brickell (Social Services)
- Sian Bennett (Health) (instead of Alison Nuttall who is about to go on maternity leave)
- Anita Finlay (PCT)
- BSUH representative
- CAMHS representative
- Claire Childs (Royal Alex)

ACTION: Jenny Brickell to speak to Alison Nuttall regarding Health representative.

Natalie is scoping at the moment, then she will be information gathering, preparing and evaluating, after which she will produce the final report with recommendations.

Natalie can formally brief the PCT about this piece of work. Jenny Brickell said we would like posts to come out of this to go into the Transition Team – potential funding streams – and maybe this could be added into the brief.

40+ local GP's practices have signed up now. Natalie will train them to deal with young people with disabilities and each young person will have yearly health plan.

ACTION: Everyone to think about who should be in steering group and email Natalie Winterton.

Naomi Cox will ask Natalie to attend the Forum on the 10th December and Lynne Berry is to add Health Transitions to the next agenda.

Jenny Brickell – Children’s Disability Services

Future Meetings

ACTION: Lynne Berry is to prepare list of possible dates for 2010 and then add to next agenda for discussion.

Jenny also suggested that it might be useful for Lally to attend the Forum to meet us. Adrian Carver agreed this would be useful but he didn’t think Lally needed to attend on a regular basis.

ACTION Adrian Carver will invite Lally to attend one of the meetings.

Sue Winter – Transition Development Worker, aMaze

Person Centred Transition

Previously arranged reviews did not take place but new reviews arranged for the Autumn. Following a planning meeting with Jenny Brickell, Naomi Cox and Jacqueline Coe, Jacqueline agreed to undertake an audit of the transition review paperwork. Possible meeting between head teachers of special needs schools and Sue next term to discuss progress on reviews and any support needed.

Training Information and Support for Parents

Transition information sessions attended by 5 parents and 9 parents are booked into the September sessions.

Parents with Teenagers Transition Reference Group

Two information sessions held in June and July.

Updating Through the Next Maze Handbook for parents

Once update completed a new handbook will be sent out to 140 parents whose children have statements going into Year 9 in September.

National Transition Support Programme

Meeting with Naomi, Jenny, Jacqueline and Nathalie Trentham held in June.

Words Are Not Enough Research Project

A film was made of the 4 art sessions at the Phoenix Studios which it is hoped will be shown to the parents of the six young people who participated in the project. aMaze has secured further funding of £1,000 from the Youth Opportunities Fund to pay for the hire of the studios for 5 more sessions in November and £7,000 from the LDDF to pay for Sue to co-ordinate and facilitate the project.

8. ANY OTHER BUSINESS

Adrian Carver mentioned that unfortunately the bid by Varndean in relation to 19 – 25 project failed. They can re-apply in 2 years time and, if they do, they will expand the bid to include post 19 educational opportunities. Adrian mentioned that out of 80 submissions only 13 projects got through.

Next Meeting is on the 8th October 2009 at 12.30 pm at the DVLC. PLEASE NOTE THAT ALL MEETINGS WILL NOW BEGIN AT 12.30

AGENDA ITEMS FOR OCTOBER:

- **Work Plan and Membership of Forum**
- **2010 Meeting Dates**
- **National Transition Development Plan**
- **Transition Protocol**
- **Health Transitions**