

# TRANSITIONS BOARD

Minutes of the Meeting 6 January 2025

1.30 – 3.00 online



## Welcome & Apologies:

### Attendees:

Lisa Linscott - Service Director, Education, Participation and Skills, Plymouth City Council (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)  
 Tara Vassallo – Co-Chair Plymouth Parent Carer Voice (PPCV)  
 Sarah Holt – Head Teacher, Brook Green Centre for Learning  
 Caroline Lovell – Project Support Officer, PCC  
 Felix Gradinger – Researcher in Residence, Plymouth Health Determinants Research Collaboration  
 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  
 Karlina Hall – Senior Commissioning Officer, PCC  
 Rachael Williams – Service Manager, SEND, PCC  
 Lisa McDonald – Head of SEND, PCC  
 Karen Blake – Head of Service, Permanence Service, PCC  
 Emma Crowther – Service Director, Integrated Commissioning, PCC  
 Danielle Tweedie – Head of Service, Children’s Social Work, PCC  
 Tracy Clasby – Assistant Director and Strategic Lead, CYPFS, Livewell Southwest  
 Isabelle Kolinsky – Service Manager, Inclusion and Welfare, PCC

### Apologies:

Stephen Beet – Head of Adult Social Care, PCC  
 Isabel Smith – Livewell Southwest  
 Jackie Kings – Head of Housing Solutions, PCC  
 Anita Dykes – Directorate Manager, Livewell Southwest  
 Emma Fawkes – UHP NHS Trust  
 Sue Syers – Lead Nurse Community Paediatrics, UHP NHS Trust  
 Martine Aquilina – Head of Service, Targeted Support, PCC

## 1. Welcome and Introductions

Lisa Linscott welcomed everyone to the meeting.

## 2. Minutes of the last meeting and Action Log:

Minutes of the last meeting 02/12/2024 were circulated with the agenda pack.

The Action Log was reviewed and updated.

## 3. Highlight Reports - Strand 1 Preparation for Adulthood for Children and Young People with SEND

Tina Brinkworth provided an update on Strand 1.

We have 57 Supported Internships and recognise this is a key way to address transitions to adulthood. This is one of the largest numbers of Supported Internships in the country. In November, we achieved 90.4% for Employment, Education and Training (EET) status. That has been updated to 92% outturn for the end of this financial year. The EET status for all our cohorts of young people was at 93% and we are currently at 94%. There is 2.6% to go to fully close the gap, which is significant.

The Your Future Programme has been running for nearly 12 months. 80 young people have gone through the programme, and we have had a 100% success rate of transition of those young people into employment or further education. They have gone from being NEET into EET. Funding has been secured for touring and the programme has completed its first trip to Iceland. The young people on this trip have been with the programme for a number of months and initially could not travel independently. They have really grown in confidence and on the last day of the trip they had to navigate independently across the city centre in Iceland; a country they had never been to.

Relationships have been built with providers, so that if there is a challenge for a young person, a young person is not attending or a young person does not wish to remain, the team are able to respond quickly to provide another course or in many cases, another provider. If the young person is in work, DWP standards for monitoring at 13 weeks are followed. Young people are also provided with membership to Skills Launchpad, which means that they can dip in and out as much as they want. If a young person is NEET, they are picked back up and receive letters on a three-monthly basis offering support. This approach is starting to have an impact on our EET status of 90.4%

From 01/04/2025, Career Southwest will be integrated into the Skills and Post 16 team, and this will ensure information and data sets on all students are shared. A bi-annual breakdown of young people going onto employment and those staying in education could be provided.

Lisa McDonald provided an overview of work in the 0-25 team in relation to preparation for adulthood for Children and Young People with SEND:

Significant work around annual reviews and timeliness has taken place. There is additional work capacity and growth on the team to meet trajectories. A new SEND Service Manager has joined, and her priority will be ensuring we have clear and robust annual reviews and timeliness. Quality assurance is ongoing with dip sampling completed to ensure that assessments and reviews are happening on time. We are also ensuring the contents of those assessments and reviews reflect the needs of that child or young person so that we know early enough what their pathway is and can ensure the appropriate provision is provided for them when they leave school. We have reviewed the Post 16 Panel which allows us to look at placements, but we are also looking at how preparation for adulthood features much earlier than that within the earlier years within secondary and looking at the primary plans.

RAG rating for this Strand to move to green.

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

Graham Roser provided an update on highlights for Strand 2.

A working group on Deferred/Delayed entry has been established. A questionnaire has been developed for use in the New Year. Responses will be evaluated with development of co-produced guidance for settings and parents/carers. The deadline for this action is end April 2025 with a report back to the Board in May.

Following launch at the headteacher conference and feedback, a Placed Based working group session took place in December. A first draft action plan is being developed building on the feedback from the strand consultation groups. This included a group focussed on transitions. Rob Williams will develop refined action plans with the six strand leads. This work includes Early Years, Primary and Secondary. Enhanced transitions will be included in Placed Based work.

Due to changes around the implementation of the Family Health Model, the Child in Need Framework will be relooked at and relaunched. Danielle Tweedie will be working closely with Martine Aquilina and partners in health and education and PPCV. Details are being developed and will include Children Services, the Children with Disability team and short breaks. A clear process should be in place in April 2025.

**ACTION:** Felix will invite Danielle to attend the Transitions Matrix Group and the Family Hub Engagement Group.

Sarah Holt (Brook Green) also offered to support development of this work.

**ACTION:** Invite Rachel Williams/Chelsea Sleep to Strand 2 meeting to link EHCPs and early years – Graham Roser.

RAG rating to move to green. Impact remains amber.

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

Karen Blake provided an update on Strand 3.

A draft transitions protocol is in place for this strand to provide an appropriate framework and consider statutory/legal considerations and transitional safeguarding. A finalised version will be ready by end January 2025 which can be amended and developed. The protocol refers to a referral at 16 and allocation at 17 years and four months rather than the more aspirational notification at 14 for a referral at 16; there is still some work to be done.

Transitions Pathway on a Page document have been drafted and meetings have taken place with the VOICE group to gain young people's views in respect of most pathways (Social Worker to Personal Assistant, Housing, CAMHS to AMHS) but not yet for Children's to Adult Social Care as this has not been completed. This is a useable one-page document for young people, their parents, their carers and for those who need to support them through what can be a difficult to navigate process. Staff and young people will be clear on the pathway, timeframes and responsibilities and there will be earlier pathway planning for children in care transitioning to adult social care. A driver for identifying children earlier is to inform capacity needs. Workforce planning can take place and upscaling resource to meet that demand. A monthly tracker to capture children at 14.9 years will be completed this week (CDT Team). This will be used in monthly tracking meetings. Karen will take feedback from this group to discuss with the strand at their next meeting. Emma Crowther will share a strategy document with Karen and Andy.

There is a section in the strand plan regarding signposting which feeds into Strand 6 on Universal Advice and Guidance and will require support from that group.

**ACTION:** Strand 6 to note and follow up.

Tina Brinkworth stated the need to understand timelines for process to transition into Adult Social Care. Short Breaks continue whilst transitions have not happened. This is a financial pressure and is driving overspend.

**ACTION:** Karen Blake and Tina Brinkworth to discuss Short Breaks after the meeting.

**ACTION:** Karen to plot key milestones on the Highlight Report.

RAG rating is to remain amber; there are still a number of different organisations that need to come to an agreed position.

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

David Brown provided an update on Strand 4.

A sign off meeting takes place on 31/01/2025; all actions are scheduled to be completed by then. There is a significant risk with availability of Health colleagues during this period. The group will be working on benefits and impact in February. Patient feedback will be sought to determine further actions.

RAG rating can be changed to green after sign off meeting at the end January.

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

Karlina Hall provided highlights for Strand 5:

Workshops have been held to review young carers assessments with professionals and young carers. Felix Gradinger has also been consulted on the assessments. Assessments for young carers will include a transitions element.

The 10 wishes self-audits have been completed and we are looking at how to take these actions forward across our partners to improve the voice of young people.

Launch of young carers strategy in November 2024. We are developing how to measure the impact of the strategy. An action plan is being developed and will be monitored by the Carers Strategic Partnership Board.

A young carers alert was added to Eclipse in November 2024. This will facilitate report building. Community Youth Service now has access to eclipse so can put alerts on when they are aware of someone who is a young carer.

A school census to capture young carers data is coming out in January 2025. 730 young carers were identified in 2024 (599 identified 2023). The school census data will feed into the new young carers' dashboard.

A clause has been written for inclusion in the terms and conditions of new contracts. Tenders will include a requirement for commissioned services to identify and support young carers in any service they deliver. It will be a responsibility for any new commissioned provider to identify and support carers and young carers and also know about other services and be able to sign post.

We have started to receive for the first time just before Christmas, the DWP data on the number of young carers that are identified as having been claiming carers allowance, which they can claim from the age of 16. We are seeing an increase in the number of young carers that are claiming that benefit. This data goes into the dashboard that is presented to the Carers Strategic Partnership Board.

The sign off for the MOU is delayed due to pending sign off by ICB.

**ACTION:** Emma Crowther to consult with Stephen Beet regarding moving forward on the MOU sign off. Tracy Clasby will ask Livewell to sign off the MOU in advance of ICB.

**ACTION:** ICB to be invited to attend this meeting – Tracy Clasby.

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

Ross Johnston requested all Task and Finish groups to refer to Strand 6 for:

- new content on the POD
- updates to current POD content
- feedback on the navigation of guidance and advice from children, young people or families.

Lisa McDonald added that the SEND landing page will contain advice, guidance and support around the graduated approach. Lisa will link with Ross to ensure information is in the right place and aligned with Strand 6.

Claire Paddon reported that PPCV feedback suggests it is not only navigation that is difficult, but also having to read so much information before getting to the point that they want to get answered. The search mechanism could be improved.

#### 4. Quality Assurance Actions so far – Impact in terms of Improvement

Lisa McDonald shared a Transitions: Preparation for Adulthood 1 page learning report.

There is a summary from the thematic review and young person feedback from a questionnaire where they shared their thoughts around the professional preparation for adulthood. These were used when completing an audit of EHCPs. 10 young people responded to the questionnaire. They felt college was a strong place in terms of preparation for adulthood, support, understanding what is next in their journey and feeling that they had specific advice and guidance, whereas in schools it was a little less consistent. Some young people talked about strong experiences in school where they felt they had good opportunities to speak to key members of staff, and to have a think about what is available in Plymouth. Because they felt it was harder to speak and to understand what they wanted to do after school and further, that was a more difficult journey to navigate in terms of looking at what they wanted to improve in terms of support

This feedback correlated with findings within the EHCPs. 14 EHCPs were dip sampled from Year 9, 10 and 11 and then post 16 plans. A less structured review of plans from Year 5 and 6 was also; there was very limited reference to preparation for adulthood and targets in these plans. Reference to preparation for adulthood was stronger from year 9 onwards. However, this was not consistent across all plans. Good practice was noted in Special Schools, more particularly in terms of the next steps into employment, education and training. There was strong practice in around 50% of EHCPs in mainstream schools, where they detailed preparation for adulthood. These plans also showed the impact of the young person's voice in the way in which they wanted to proceed in the next steps into Key Stage 4 and beyond. 100% of EHCPs did have the young person's thoughts and aspirations from Year 9.

Practice strengths were seen across Special Schools, preparation for transition in many Year 9 plans, and where there was stronger information from schools, the SEND team had updated and reflected that through the phase transition and the phase transfer plans. There is a specific focus on the transition plans from Year 11 to post 16 with an annual review officer now leading on this area of work.

Practice to be strengthened: stronger understanding of the wider post 16 / post 18 offer with a clear pathway into further education, employment and training. The wording within the relevant sections in EHCPs needs refining when discussing preparation for adulthood both for schools and the 0-25 statutory team. In mainstream schools, there needs to be a more specific reference for planned opportunities to prepare young people for their next steps. Staff in mainstream schools need to be supported to review and detail the next steps. There needs to be a focus on early preparation for adulthood, prior to Year 9 and consider how this is woven into plans as a golden thread to ensure that young people feel prepared to make choices and understand the Local Offer. A full review and overhaul of the Annual Review process is underway and will impact upon improvements. The information that our Reviewing Officers are receiving from the Year 9 reviews are less detailed and specific outcomes are rarely included as they get absorbed into the main body of the plan. This needs to be refined by both schools and the 0-25 team.

Next Steps – Proceed with the SEND statutory team 0-25 team training, including what good looks like in terms of preparation from adulthood (31.3.25). Use the thematic review and findings to finalise the preparation of resources from the new SEND landing page to support schools (28.2.25). Include case studies as part of the support for schools and give best practice examples of what to include within reviews by schools, so that reviewing officers can refine and update outcomes (28.2.25). Refine the current EHCP documentation based on research from best practice Local Authorities (28.2.25). Create a visual pathway map in collaboration with the post 16 / skills team outlining the opportunities in Plymouth and what is expected as excellent practice across the school journey (28.2.25). Reinstate preparation for adulthood briefings to support colleagues to secure a consistent approach across the local area (31.3.25).

**ACTION:** Complete actions in next steps and feedback to the Board in April 2025.

**5. Collaborative Auditing – update**

A collaborative audit meeting was held 19/12/2024, attended by the Principal Social Worker, Lisa Linscott, Stephen Beet, Fran Giblin and Felix Gradinger. Felix provided an update on collaborative auditing.

Ambition: joint system-wide process, beyond cases and pathways (blending care act, referral/triage, MH assessments) – not a new approach but building on.

Principles: person lens (vs Service lens); Assurance (vs accountability); constant learning and iteration, interactive conversations (not just Eclipse data), strengths based.

Ideas: joint staff practice weeks – bring case examples for interaction, transitions multiagency/matrix meetings, celebrating strengths/improvements; Changing Futures journey maps assessing value (Eclipse as far back, start from age 15)

So-what: building into supervision and professional development; shared responsibility for learning; work can start from February with Fran to lead, across adult/children safeguarding boards; Helena to involve Becky and team (and LD team); task and finish group meeting in January.

**ACTION:** Sarah Bolt, Claire Paddon and Tara Vassallo to be invited to join Felix in the collaborative auditing space.

**ACTION:** Slides from Felix's presentation to be included in the next Board agenda pack.

**6. Risks and Issues Log**

**ACTION:** Leads to review risk log and update risk scores.

**7. Key Messages and Comms – no items raised.****8. Any Other Business**

Councillors' Workshop 25 February 3.30 to 5pm – Frobisher Room, Council House.

Preparation for Adulthood Conference 24-28 February online – topics being raised or of interest. 2 talks and 1 guest speaker. Please let Claire know if you have any items to be included.

**Date of next meeting:** 03/02/2025 1:30 – 3:00, online