

**MINUTES OF THE TRANSITION FORUM**  
**Held on the 25<sup>th</sup> March 2010 at Downs View Link College**

**Present:** Jenny Brickell, Head of Child Development & Disability Services, Seaside View CDC (Chair)  
Maureen Pasmore, Service Manager, Supported Employment  
Jennifer Chapman, Consultant Community Paediatrician, Seaside View  
Naomi Cox, Manager Integrated Learning Disability Services (Adults)  
Karen Kingsland, Project Development Worker, Integrated Learning Disability Services & Partnership Board  
Adrian Carver, Head Teacher, Downs View Link College  
Sue Winter, Transitions Development Worker, aMaze  
Rosie Chapple, Manager, Connexions  
Claire Peligry, Parent Representative  
Jacqueline Coe, Head of Learning Support Service  
David Cooper, SEN Lead re LSC Transfer  
Suzy John, Specialist Advocate, YAP  
Peter Wheatly-Crowe, Mainstream Schools & SENCO/INCO Group  
Joanna Sharp, Project Officer, Adult Commissioning Team, Vulnerable People  
Natalie Winterton, Health Facilitator, Community Learning Disability Team  
Chantal Homan, South East Regional Advisor, National Transition Support Programme  
Lynne Berry, Secretary to Jenny Brickell (Minutes)

**Apologies:** Philip An and Lynn Ley

**I. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

Two amendments to the Minutes of the 10<sup>th</sup> December 2009 (January forum cancelled due to adverse weather conditions).

- (i) **Item 1** – Membership. Patrick Wheatly-Crowe should be amended to read Peter Wheatly-Crowe.
- (ii) **Item 5** - LSC Update. The first paragraph of this item is to be deleted as it is incorrect and replaced with “David Cooper gave an update.”

National Transition Development Plan – Workshops and Seminars

Lynn Ley attended and found this very helpful.

Membership

Naomi Cox has tried to contact Mental Health Services to get the name of a representative to join this Forum but so far no one has returned her calls.

**ACTION: Naomi will contact Mental Health Services again and report back to the Forum.**

### Valuing People Now

Naomi Cox is our representative.

## **2. NATIONAL TRANSITION SUPPORT PROGRAMME (TSP)**

### SEN Hub

Jacqueline Coe is to be our representative on the SEN Hub and will feed back to the Forum. She attended a presentation on funding yesterday given by Jackie Wright and Steve Cochran, along with her counterparts from the various area local authorities. Jacqueline gave an update on this presentation and arising from this she made the point that it is important that we add into our Membership List the names of the various SEN representatives so that we can exchange information and keep updated on developments.

Other Hubs : Valuing People Now Transitions Network. Sue Winter used to attend this but no longer does. Lynn Ley has also attended. Strategic Transition to Adulthood Group (STAG). No representative but we receive their newsletter which is distributed to members of this Forum.

Rosie Chapple reported that work of the group to identify the development goals of the Transition Team for inclusion in our Work Plan is ongoing. They are looking at how the Team will best work, at different layers of services and possible differentiated approaches to those services. Rosie will report back to the next meeting of this Forum on the group's progress.

**ACTION: Jenny Brickell to include a 30 minute slot for Rosie Chapple on the agenda of the 27<sup>th</sup> May 2010 to update the Forum.**

Natalie Winterton has discussed her health transition project with Lynn Ley.

Work Plan and Membership actions points completed.

**ACTION: Jenny Brickell will check that she has contacted Peter Joyce at CAMHS for the name of an adolescent representative and report back to the next Forum.**

### Funding

Chantal Homan reported that the Transition Support Programme is in its final year. Results from Self-Assessment Questionnaire have been fed back. Brighton and Hove have been assessed as being in development stage two. This equates to £25k and up to ten days with Chantal or Natalie Trentham.

In addition, there is the opportunity to apply for additional £20k from the Innovations & Outcomes Fund for training, projects or anything we need additional funding for. We can

apply for less than £20k or can apply jointly for funding with another authority. Ideas for bids being considered are for person-centred planning, quality of person-centred reviews in schools, to sign up for "In Control", look at transitions pathways local authorities and local hospice. Jacqueline Coe mentioned this money cannot be used for any project already in our existing Action Plan.

Ideas for innovations to be given to Jenny Brickell and Naomi Cox and Jacqueline Coe will sign off as our SEN representative.

If you have an idea, you need to have the capacity to turn it into a bid by 6pm on the 30<sup>th</sup> April 2010. Bids must include capacity for lasting change. The bid format is on the National Transition website. Naomi Cox will distribute link to all Forum members. Any bids must go to Chantal/Natalie before 30<sup>th</sup> April 2010.

Jacqueline Coe suggested we bid for monies to carry out the training highlighted in David Cooper's Quality Audit and the Forum supported this.

Another bid idea was monies to enable local colleges to build in capacity for young people following on from LSC changes.

**ACTION: Transition Forum to review. Small group is to be formed to look at both sets of funding consisting of Jacqueline Coe (Education), Naomi Cox (Adults), Jenny Brickell (Children).**

**Circulate Sue Winter for parent involvement or new Amaze director might attend.**

### **3. VALUING EMPLOYMENT NOW**

Maureen Pasmore talked about the Employment Strategy being developed by the Learning Disability Partnership Board and the crucial role the Transitions Forum needed to play in its development and the delivery of the action plan.

Maureen introduced the Pathway to Work model developed from the Getting a Life pilot projects around the country showing the importance of an integrated approach to promoting employment as a default option for all children and young people with a learning disability. The approach establishes a clear process from year 9 with key responsibilities from key agencies incorporating Transition planning, personalisation, curriculum delivery and supported employment. The Transition Forum should be the lead group for establishing and monitoring the local Pathway to Work process for Brighton & Hove.

Maureen introduced a set of points by which the Transition Forum can judge their own performance:

1. Partners demonstrate that they have high expectations and aspirations for young disabled people in accessing employment.
2. All young people are offered well supported Year 10 Work Placements external to their learning environments.

3. All young people are offered a choice of college and a choice from a range of courses when leaving school.
4. There is a shared approach between all agencies represented on the Forum regarding employment for young people.
5. All young people have an identified employment pathway starting at 14 years and an identified organisation leading this.
6. Supported Employment services to assist young people in work experience and Saturday jobs from age 14 years.
7. All systems/reviews to highlight people's interests and capabilities.
8. Personalisation, Supported Employment and Transition Planning work together (rather than in parallel).

#### **4. LSC UPDATE**

David Cooper and Jacqueline Coe asked for the last minutes to be amended as mentioned at the beginning of Item 1.

Jacqueline Coe will circulate summary sheet from LSC to all attendees of this Forum.

David Cooper mentioned that he has not received from Chantal Homan the information from Michael Dalton.

**ACTION: Chantal Homan will chase information from Michael Dalton.**

David Cooper said we have a whole year to look at our current processes and what we want for the following year.

**ACTION: Jenny Brickell to include in the next agenda a discussion on the issues from the summary and shared action sheets.**

The question of how this Forum could influence changes was raised by Naomi Cox. At the moment we have to work with the system as set up by the LSC. This will be reviewed and once we have decided what our system will be, paperwork will be produced but this will only develop over the course of the next year. Decision making processes to be in place during the next year.

Suzy John mentioned that getting applications in for the end of March would have profound implications for Young People and their families. Changes need to be really clear for everyone. There is a need for some kind of interim information for young people/parents and Transition Teams. Rosie Chapple explained the difficulties of producing interim documentation. One solution might be for the LSC summary sheet, or our version of it, to be given to Amaze to distribute to parents.

Current LSC systems might not change but won't know until we have looked at each part of the system. Seven people from LSC will be coming to BHCC to help with implementation of system.

Claire Peligry said parents would value information regarding the changes. Information would also be useful for schools - Year 11+ transitions.

**ACTION: A Summary Sheet to be distributed to everyone and a briefing for Amaze to go to parents.**

## **5. HEALTH UPDATE**

Natalie Winterton is currently working on a project around GPs in Brighton & Hove carrying out annual updates for adults with learning disabilities. Also she is working on health transitions for all young people with learning disabilities for this Forum. GPs have a register of people with learning difficulties and Natalie's work involves making sure identification of learning difficulties applied to children and young people are correct, and that when people transfer from Children & Young people's Services to Adult Services that GPs transfer the correct information.

Natalie is drawing together the results from her meetings with providers/users of services to form a clear picture of what is happening. She is also looking at examples of what is happening in other parts of the country, current good practice and national policy. She is in the process of preparing a paper and once this is done the Forum will need to think about how we take things forward. Natalie might come back to another Forum to discuss.

Quite a lot happening now in local health services for young people with learning difficulties and increasing awareness by adult services of what children and young people currently receive and what might be valuable to transfer to adult services.

Natalie said that the future focus of the work remains meeting with key stakeholders and interested parties. Feedback has been gathered on what currently happens when people transit from Children & Young People's Services to Adult Services both in terms of specialist learning disability services and some mainstream adult health services and these meetings will continue to take place and inform her work.

Key themes are beginning to emerge around current difficulties, giving an indication of where future work needs to be focussed including improving information provision, planning and developing relationships between child and adult services.

The position statement is currently being prepared and will be circulated when complete.

Unfortunately for a number of reasons this project has not developed as far as planned at this stage. More time will be dedicated to the project in the coming months which should allow more timely progress.

Jenny Brickell thanked Natalie for coming along to the meeting and giving as such an informative update.

## **6. QUALITY AUDIT**

David Cooper said that the Special Educational Needs Team carried out an audit of all the annual review papers for pupils in year 9 (2007/08) and year 10 (2008/09). In addition a

range of professionals involved in the process were interviewed to gain additional insight into the transition process.

Paperwork from schools was inconsistent. School training around reviews needs to be updated. Problems happen when young people transfer from special schools to mainstream schools. There has been a big increase of statemented children. The success of inclusion means that the number of young people in mainstream schools has greatly increased. Special schools were given specific training around person-centred reviews.

It is essential that young people in mainstream and special schools get consistent reviews. Training around quality of paperwork is needed. The content of all reviews needs to be harmonised.

We need to discuss requirements around annual review, particularly regarding the quality and consistency of paperwork. Also need to look at the person-centred review side of things. Maybe we need to issue recommendations on how these are done, give an optimum model but also include basics that are essentials.

Natalie Winterton asked if David had information about those who are included and those who are attending annual reviews. David said Head Teacher has responsibility for both mainstream and special schools. Jacqueline Coe pointed out need for medical involvement in reviews. Sometimes when the reviews take place can influence who responds to invitation. Admin support for those who need to carry out reviews in schools is not always available. Adrian Carver pointed out that therapists are not attending reviews because of lack of time.

The Department of Health and the Department for Children Schools and Families are saying that not everything on the statement needs to be gone through - really only need to take into account what's going wrong from young person's and/or parent's point of view. Jacqueline Coe pointed out that Tribunals do not take the same view as DOH/DCSF.

**ACTION: David Cooper will meet with Sue Winter and Rosie Chapple to develop recommendations.**

**Smaller group is to be formed to review recommendations consisting of Sue Winter, Rosie Chapple, David Cooper, Peter Wheatly-Crowe and Adrian Carver. Recommendations should be reviewed by Casework Team, Connexions and Head Teachers before smaller group makes its final recommendations.**

**Members of Forum were requested to consider David Cooper's Audit Paper and get back to him.**

Jenny Brickell thanked David for this work which has taken us forward in a positive way.

David Cooper will be developing an action plan and bring back to the Forum any relevant actions.

**ACTION: Quality Audit to go on the September Agenda for David to update the Forum.**

## **7. TRANSITION WORK PLAN and TRANSITION PROTOCOL**

These two items are to be carried forward to the July agenda.

Karen said that the Protocol is to be printed next month. This will be relatively small print run but is an ongoing process and the Protocol will be updated on a regular basis.

**ACTION: Protocol. Deadline is tomorrow to get comments back to Karen.**

## **8. VALUING PEOPLE NOW TRANSITION WORKSHOPS**

Information distributed on the following Workshops:

11 <sup>th</sup> May	Person-centred Transition Planning – David Cooper
27 <sup>th</sup> May	Planning for Jobs and Careers – Maureen Pasmore
2 <sup>nd</sup> June	Friends and Relationships – Suzy John
23 <sup>rd</sup> July	Planning for Good Health – Jenny Brickell/Anita Finlay
6 <sup>th</sup> September	Transition Planning, Personalisation & Support Planning – Lynn Ley plus one other person. Naomi Cox will speak to Lynn.

**ACTION: All attendees to feedback to this Forum.**

## **9. UPDATES**

### **Naomi Cox – Adult Services**

There will be a Care Quality Commission inspection of council's services for adults at the end of May relating to.

- (i) Safeguarding of client groups (over 18 years)
- (ii) Choice and Control - people with learning disabilities

### **Sue Winter – Transition Development Worker Amaze**

March 2010:

Parents with Teenagers Transition Reference Group: Talk on Challenging Perceptions of Disability.

Insiders' Guide to bringing up teens with special needs: Just finishing 5 week course for twelve parents.

Intensive Interaction Training: Nineteen parents have booked for 2 day training course in April.

Parents Views represented on forums: Supported new parent representative Juliette Teague at Learning Disability Partnership Board.

Transition Development Work: Attended Personal Centred Approaches working group and Transition Team Steering Group. Delivered training on Introducing Resilient Therapy to staff at Downs View Link. Briefed Amaze's new director, Joanna Martindale, about transition work. Attend Resilient Therapy Community of Practice monthly.

Words Are Not Enough: Met with Lalli Howell and Paul Thackeray (art teacher at DVLC) to discuss ideas for future development.

## **10. ANY OTHER BUSINESS**

Agenda Item: Self-directed Support – personalisation gender. Nichola St George was going to talk to the Forum about this. She is currently on maternity leave and Kathy Biggle, who was to take on her role, has been moved to another area.

**ACTION:** Naomi Cox will ask Gemma Lockwood to do this.

**Next Meeting is on the 27<sup>th</sup> May 2010 at 12.30 pm at the DVLC.**

**PLEASE NOTE THAT ALL MEETINGS WILL NOW BEGIN AT 12.30 AND WILL INCLUDE A SANDWICH LUNCH. If you are unable to attend, please let Lynne Berry know as soon as possible for catering purposes. Thanks.**

### **AGENDA ITEMS FOR MAY:**

- **Discussion on issues arising on Summary and Shared Action Sheets**
- **Transition Team Goals for Work Plan – 30 minutes – Rosie Chapple**

**Future agenda items:**

**July: Transition Work Plan and Transition Protocol/ Karen Kingsland**

**Sept: Quality Audit Update – David Cooper**