

SEND Executive Board

16th October 2019

Written statement of action update

Report by: Ann Banks Project Manager

Report for: Information, discussion and decision

1. Introduction

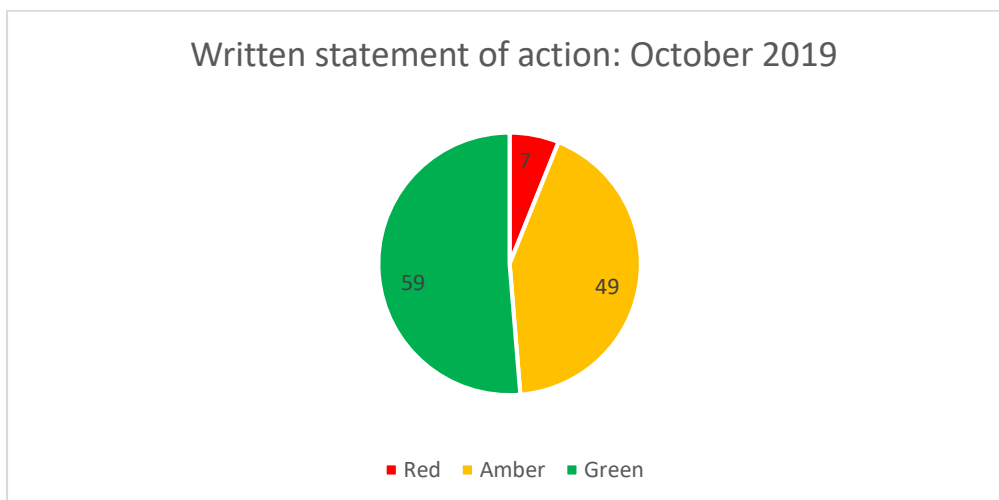
As SEND Executive Board Members will recall there are 115 actions on the written statement of action. The Board agreed to risk rate the actions as follows:

- Red: Not on track
- Amber: Not on track but can be recovered
- Green: On track / complete

This report highlights those actions rated as 'red' and 'amber'.

2. Current risk rating

The October update of the tracker is attached at Appendix 1. In summary it shows that we have completed about 50% of the actions in the written statement of action:



3. Recommendation

The SEND Executive Board are asked whether they are assured that sufficient steps are being taken to implement the 'amber' and 'red' actions.

4. Actions assessed as 'red', not on track

There are seven actions currently rated as red listed. The first five relate to children and young people's and parent carer participation, co-production and feedback as follows:

Include Children and Young People (CYP) and parent/carers views in education service reports, which are then amalgamated into an overarching annual education report, including an accompanying CYP version, original timescale: December 2018 (1B vi)

Organise a comprehensive, and ongoing, schedule of engagement with parents/carers, including education, health and care representation, original timescale: September 2018 (4B i)

Implement a termly 'you said, we did' approach to feed back to CYP and parents/carers via the local offer website, original timescale January 2019 (1B vii)

Agree co-production priorities with the Parent Carer Forum (PCF) and establish a forward plan for regular review, original timescale: October 2018 (4B iv)

With the PCF, draft and agree a working accord between the PCF forum and key decision makers in the local area, original timescale: December 2018 (4B v)

We have examples of how we work with children, young people and parents /carers to inform service development. However, we are currently unable to describe a coherent strategic approach. A SEND Community Wellbeing Officer has been appointed to progress this work.

The sixth 'red' action is:

Implement a digital system that allows aggregation of information re: provision identified in Education, Health and Care Plans (EHCPs), original timescale December 2018 (3D i)

This is a more complex process than originally envisaged. It requires developing a common coding system for provision defined in statutory assessments and redesigning our EHC plan and processes. However, we have been made aware that the SEND Code of Practice is to be updated, there may be a significant change to the EHC plan and a national template issued. We have asked our DfE and CQC advisers the best way to take this forward.

The seventh 'red' action is:

Hold education, health and social care training day re: outcomes and specificity in EHCPs, original timescale March 2019, (3D iii)

We have established a draft training programme for an audience estimated at about 600 officers across education, health and social care. We have not had the capacity to deliver this training. The DMO and Senior Send Nurse in the CCG are also involved in the training and commence in post in October and November respectively. We are exploring using an on-line training package developed by Norfolk Council to reduce the staff resources required.

5. Actions assessed as ‘amber’: Not on track but can be recovered

In writing the ‘written statement of action’ we were required to show the actions underneath each significant weakness area. This has meant some duplication of actions. To help with ease of reading, this document groups the 50 ‘amber’ rated actions together into themes.

Ref to WSOA	Action	Timescale original WSOA	Comments
Co-production			
1B ii	Co-produce, with CYP, a plan for CYP participation and feedback groups, encompassing a wider range of representation, i.e. EHCP and SEN support level across age phases	Dec 18	<ul style="list-style-type: none"> Community Wellbeing Officer to develop a plan for CYP and Parent Carers (PCs) Secondary pupil inclusion conference booked in January 2020
1B iv	Co-produce a forward plan for consistent engagement with CYP and parents/carers on key priorities	Dec 18	<ul style="list-style-type: none"> Primary school workshops have been developed with input from young people and will commence in Spring Term
1B iii	Meet with representative portfolio holder of the Youth Council to discuss ensuring SEND is on the agenda at the Youth Council meetings and agree timescales for regular updates from senior leaders	Nov 18	<ul style="list-style-type: none"> Draft working protocol being considered by Youth Council To be agreed at December SEND Board
4A iv	Develop a process to clarify the current function of the established parent carer groups across the CCG and LA: Community Forum, PPI engagement boards and PCF, etc.	Nov 18	<ul style="list-style-type: none"> Mapping exercise completed of all voluntary and charitable organisation in Newcastle Work to be progressed by the Community Wellbeing Officer
4A v	Arrange working groups, involving PCs and targeting specific groups, e.g. those who have been through statutory processes during the last year	Nov 18	<ul style="list-style-type: none"> PCs are involved in SEND workstreams As part of plan in 1Bii the Community Wellbeing Officer will target families that have been through the statutory processes

Ref to WSOA	Action	Timescale original WSOA	Comments
4A vi	Establish routes for wider parent/carer participation, in addition to the parent/carer forum	Nov 18	<ul style="list-style-type: none"> • We have some identified routes e.g. Pass it on Parents • Community Wellbeing Officer to review the mapping exercise in (4A iv) and include on plan (1B ii)
4A vii	Promote awareness of wider PCF agenda, e.g. short break forum, through: PCF conference/NAS/Local offer website/coffee mornings and school-based events	Jul 19	<ul style="list-style-type: none"> • PCF presented at School Inclusion Conference September 2019 • Senior officers attend PCF meetings and Conference as and when required • Community Wellbeing Officer to determine additional work required
4B vi	Review the Healthwatch and Roots and Wings report and identify ways to implement recommendations	Dec 18	<ul style="list-style-type: none"> • Some of the recommendations are covered on the written statement of action • To be reviewed with SEND Managers October 2019 to identify any gaps
4D v	Engage with parents/carers and CYP through working groups re: the ease of use of the local offer website and identify issues/gaps	Apr 19	<ul style="list-style-type: none"> • The Local Offer group which includes PCs have designed a spec for ideal local offer and development options are now being explored • Paper due to SEND Exec Board in December 2019

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Workforce and training			
1E vii	Review existing workforce development plans for the local area to ensure SEND is integral including: <ul style="list-style-type: none"> • Identify all providers who are involved with our children and young people on SEND support agenda • Meet with service leads to raise the profile of SEND 	June 19	<ul style="list-style-type: none"> • Audit of existing workforce training against the themes in the code of practice in in progress. This will inform priorities in the updated workforce development programme, to be completed December 2019 • CCG work will be led by Senior SEND Nurse due to start in November 2019 • Providers have been identified • Meetings with Service leads will take place as part of audit and agreement of the Workforce Development Plan
Dashboard			
1C iv	Develop and implement a quarterly reporting system, of key performance indicators, to council and CCG Executive on education/SEND outcomes across education, health and care	Nov 18	Significant progress in developing the dashboard. Next steps: <ul style="list-style-type: none"> • To include the outcomes framework, to be formally agreed in December 2019 • To agree performance indicators for providers e.g. waiting times, initial health assessments and review health assessments (see 2Ei), to be monitored on dashboard
1D ii	Agree a data governance structure across education, health and social care and adopt a SEND health dashboard which will include data from key services	Mar 19	
1E ix	Identify key performance indicators for SEND services and incorporate into overarching local area SEND quarterly scorecard (to be reported to SEND executive board and appropriate NCC/CCG management)	Dec 19	
2A ii	Review data dashboards/outcomes data and reporting cycle with a view to adopting a SMART SEND local area dashboard which will include data from key services CCNT, therapy services	Apr 19	

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Designated Medical Officer			
1F iii	DCO/DMO to develop a process for escalation within health when EHCPs are lacking health input/review	Jan 19	<ul style="list-style-type: none"> Processes / protocol drafted by former DCO To be taken forward by the new DMO and SEND team due to start in November 2019
1F iv	Create consistent health notification system that includes a working protocol for notification of pre-5 children with SEND between the CCG/LA	April 19	
3D ii	Develop a protocol for how EHCPs are shared with health and social care and embed this in practice	Dec 18	
3E i	Review health assessments to check if they capture important information about children's needs in relation to SEND	Dec 18	<ul style="list-style-type: none"> As above will be led by the SEN team and will be fed into the Quality Assurance framework (2B i)
Joint Commissioning			
3A ii	Develop a local area agreement outlining what therapy provision (S</OT) will be specified in an EHCP under education and health	Jan 19	<ul style="list-style-type: none"> Significant work to develop service specifications for SALT, OT and PT S75 and costed service model due to SEND Board in December 2019 New service to commence April 2020
3F i	Review current commissioning arrangements across the LA and the CCG for S< and draft report re: proposed future arrangements	Jan 19	
3F ii	Implement a new commissioning arrangement for S<	Sept 19	

Ref to WSOA	Action	Timescale original WSOA	Comments
2C vi	Communication and interactions: <ul style="list-style-type: none"> • Review of the autism pathway undertaken by colleagues in NECS and other therapy services overseen by the CBHP • CCG to review current waiting times for paediatric services and review care pathways for autism, and other therapy services, both community and hospital including pre and post diagnosis and publish on the LO website • NECS contracting team to review the Community Nursing Team and Therapy services and develop service specifications 	Dec 19	<ul style="list-style-type: none"> • CCG is carrying out a 'life stages' review of autism • Plan to be developed in November 2019 • Initial indications are implementation, April 2020 • Education to attend autism workshop in October and ensure connected to the review • NECs working with CCG to ensure (provider of the services) to ensure that KPIs are embedded in the contracts with NUTH • Waiting times are being reviewed at monthly contract meetings
1E vi	Review block contracts for all CYP Community Nursing Team and therapy services and develop service specifications	Apr 19	<ul style="list-style-type: none"> • The development of service specifications continues, aiming for completion April 2020
3A v	Implement a contract monitoring system to ensure all third-party provision meets the SEND reforms and reflect the CoP/C&FA	Dec 19	<ul style="list-style-type: none"> • Other therapy services covered 3Aii 3Fi, 3Fi
3A iii	Review, update and publish joint market position statement setting out commissioning and procurement priorities and intentions arising from the co-produced local area SEND strategy	May 19	<ul style="list-style-type: none"> • Draft to be agreed SEND Board December 2019

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3E iii	Review the process for commissioning education placements for CYP who have high levels of need to ensure pathways to adulthood are robust	Jul 19	<ul style="list-style-type: none"> • Interim agreement with Percy Hedley for 2019 students • A regional strategy is being developed under the Regional Strategic Children's Commissioning Group, which involves all 12 member authorities. Within the strategy there is a work programme, which contains 4 elements, commissioning, procurement tactics, operational procedures and contract management.
2C i	SEMH: Review and develop the use of alternative provision including service specification for commissioned places and implementation of provider quality standards	Apr 19	<ul style="list-style-type: none"> • Commissioning agreement to be developed by November 2019 • Commissioning agreement for special providers/ ARC/Ps will be developed over 2019/2020 in line with Strategic Overview plan with year 1 focus on autism
2F ii	Redesign the commissioning framework for 6 th day provision including requirement for turnaround back into mainstream	Apr 19	
2G iii	Design and implement service specifications for alternative and special providers	Mar 19	
3A iv	Develop service specifications for all HNB resourced provision/services	Aug 19	
2C iii	SEMH: Co-produce pathway for SEMH support provision available for schools, at pre-specialist services level, through specialist practitioner post and extension and realignment of existing SEND support, i.e. EY nursery nurses, educational psychology	Apr 19	<ul style="list-style-type: none"> • Service specification for SEMH central team is being scoped in line with graduated response and single point of contact • Part of central team will be in place in Sept 2019 and others in April 2020

Ref to WSOA	Action	Timescale original WSOA	Comments
2B iv	Implement a quality assurance framework for all aspects of SEND provision including, school based commissioned services, specialist and alternative provision, including CYP and PC participation	Apr 19	<ul style="list-style-type: none"> • Will be built into all commissioning agreements
Looked After Children			
2E i	<p>Establish timeframes for initial and review health assessments (to be performance managed via the dashboard).</p> <p>Identify a standard tool to ensure CYP, at the time of assessment, have their emotional and mental health needs assessed</p>	Dec 18	<ul style="list-style-type: none"> • Initial Health Assessments and Review Health Assessments have national performance standards and local performance is monitored against these standards • Looking to include these indicators in the Local Area scorecard (2Aii) • Agreed to use 'Strengths and Difficulties questionnaire (SDQ) as standard tool to assess needs
2E iv	Develop and implement a protocol for sharing results of strengths and difficulties questionnaires undertaken by social care in a timely manner to inform health assessments (applies to LAC only)	Feb 19	<ul style="list-style-type: none"> • Children's Social Care established a SDQ working group to improve the production of SDQs and ensure shared appropriately with Health colleagues • LAC nurse carries out a 6-monthly audit of plans and checks that SDQs are completed • System needs time to embed

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Outcomes			
2A iii	Identify the range of outcomes that are captured in different systems for the areas below and design a reporting system that brings these together (link to 1f): <ul style="list-style-type: none"> • Early years and school age outcomes • Higher education/employment • Independent living • Participation in society • Being as healthy as possible in adult life 	Apr 19	<ul style="list-style-type: none"> • Outcomes framework out to consultation. • To be signed off by SEND Board, December 2019
Quality Assurance			
2B i	Establish and implement a cycle of quality assurance with half-termly focus groups and annual report, involving parents/carers, education, health and social care representatives and CYP voice: including review of EHCPs to assure their quality and they sufficiently meet CYP needs and are fit for purpose	Nov 18	<ul style="list-style-type: none"> • Quality Assurance framework out to consultation. • To be signed off by SEND Board, October / December 2019
Early help			
2D iv	Develop an integration plan, with clear performance indicators that: <ul style="list-style-type: none"> • Clarifies the integration of health, community development and family support available through the Community Family Hub • Recognises and addresses the overlap that can exist between the Early Help Pathway and SEND • Recognises the role of the Troubled Families programme, particularly in helping to address poor school attendance 	Jul 19	<ul style="list-style-type: none"> • Draft plan to be discussed with early help and SEND Manager October 2019

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Attendance and exclusions			
2F i	Carry out a detailed audit of attendance practices at specialist and AP providers (Prosper Trust and Trinity School)	Dec 18	<ul style="list-style-type: none"> Audit to be completed December 2019
2F iii	Implement half termly monitoring visits to LA commissioned AP providers	Apr 19	<ul style="list-style-type: none"> This action now superseded by the requirements of the new Commissioning agreement to be signed off November 2019 (2F ii)
2F iv	Design a project targeting exclusion and AP, to joint deliver in collaboration with Social Finance	Jul 19	<ul style="list-style-type: none"> The project with Social Finance did not go ahead Plan to audit each permanent exclusion to determine if there are any unidentified SEND needs, Dec 19
Strategic Overview plan			
3A i	Create a longer-term forward plan/projection for specialist places, 0-25 based on local area intelligence that informs commissioning	Dec 18	<ul style="list-style-type: none"> Initial data produced and shared Long-term plan to be developed by Dec 19
3B i-vi	Re-structure centrally based services related to the HNB and re commission school-based specialist provision: <ul style="list-style-type: none"> Proposals for informal feedback Engagement schedule for focused participation/ co-production of formal proposals Re- Consultation document for approval by cabinet Formal consultation (implementation phased over two years Carry out engagement schedule re: all areas of the CoP 	Sept 19	<ul style="list-style-type: none"> Separate overview plan Implementation plan due Dec 19 consultation to end Feb 2020 Implementation September 2020

Ref to WSOA	Action	Timescale original WSOA	Comments
3C i	Review and agree submissions for capital funding projects and update published version on the local offer website to reflect this (as required by DfE)	Dec 18	
3C ii	Implement a system for allocating and monitoring funding for capital projects including annual review of capital plan, showing progress	Dec 18	