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To:-

The Chair and Members of the Overview and Scrutiny Committee (Children's Services and Safeguarding)

Date: 25 January 2018  
Our Ref: DAC/O&S  
Your Ref:

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Dear Councillor,

## **OVERVIEW AND SCRUTINY COMMITTEE (CHILDREN'S SERVICES AND SAFEGUARDING) - TUESDAY 30TH JANUARY, 2018**

I refer to the agenda for the above meeting and now enclose the following report which was unavailable when the agenda was printed.

<b>Agenda No.</b>	<b>Item</b>
<b>4</b>	<b>Special Educational Needs and Disability Service – Update on the Implementation of Actions arising from the Joint Inspection with OFSTED and CQC.</b> (Pages 3 - 30) Report of the Head of Schools and Families

Yours faithfully,

Democratic Services

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# Agenda Item 4

Report to:	Overview and Scrutiny Committee (Children's Services and Safeguarding)	Date of meeting:	30 January 2018
Subject:	Special Educational Needs and Disability Service – Update on the Implementation of Actions arising from the Joint Inspection with OFSTED and CQC.		
Report of:	Head of Schools & Families	Wards Affected:	All
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

## Summary

### Recommendation(s):

Overview and Scrutiny Committee (Children's Services and Safeguarding) are recommended to:

- (1) Note the report

### Reasons for the Recommendation(s):

Overview and Scrutiny Committee (Children's Services and Safeguarding) requested an update report on implementation of the SEND Statement of Action.

### Alternative Options Considered and Rejected: (including any Risk Implications)

None

### What will it cost and how will it be financed?

There are no direct financial implications arising from this report

#### (A) Revenue Costs

See above

#### (B) Capital Costs

See above

# Agenda Item 4

## Implications of the Proposals:

<b>Resource Implications (Financial, IT, Staffing and Assets):</b>  N/A
<b>Legal Implications:</b>  N/A.
<b>Equality Implications:</b>  There are no equality implications.

## Contribution to the Council's Core Purpose:

Protect the most vulnerable: Improve educational outcomes for children and young people with SEND
Facilitate confident and resilient communities
Commission, broker and provide core services:
Place – leadership and influencer:
Drivers of change and reform:
Facilitate sustainable economic prosperity:
Greater income for social investment:
Cleaner Greener::

## What consultations have taken place on the proposals and when?

### (A) Internal Consultations

The Head of Corporate Resources (FD 5019/18) and Head of Regulation and Compliance (LD 4303/18) have been consulted and any comments have been incorporated into the report.

### (B) External Consultations

N/A

## Implementation Date for the Decision

Immediately following the Committee.

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## Appendices:

Appendix A - Joint Local Area SEND Inspection in Sefton: Statement of Action Update

## Background Papers:

There are no background papers available for inspection.

### 1. Background

- 1.1 The SEND inspection is an inspection of a local areas' effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities.
- 1.2 The inspection is undertaken jointly by Ofsted and the CQC and inspectors are required to examine the local areas' effectiveness in:
  - The identification of CYP with SEND
  - Meeting the needs of CYP with SEND
  - Improving outcomes for CYP with SEND
- 1.3 The inspection lasts 5 days and includes education services, schools, health services and social care services in respect of this group of young people. There is no 'judgement' at the end of the inspection but the local area receives a letter which details a range of 'Strengths' and 'Areas for development'.
- 1.4 In Sefton's case we were also required to submit a written 'statement of action' on 5 areas of concern by 18<sup>th</sup> April 2017. The 5 areas of concern are:

**Action 1** - the poor progress made from starting points by pupils with a statement of special educational needs or an EHCP at key stages 2 and 4.

**Action 2** - the poor operational oversight of the DCO across health services in supporting children and young people who have special educational needs and/or disabilities and their families.

**Action 3** - the lack of awareness and understanding of health professionals in terms of their responsibilities and contribution to EHCPs.

**Action 4** - the weakness of co-production with parents, and more generally in communications with parents.

**Action 5** - the weakness of joint commissioning in ensuring that there are adequate services to meet local demand.

# Agenda Item 4

- 1.5 Following acceptance of the statement of action quarterly monitoring visits have been held with the DfE and NHS England whose role it is to monitor and support implementation of the actions in the statement.
- 1.6 Following the last monitoring visit in December the DfE were going to recommend to the minister that our statement of action could be 'signed off' but no formal confirmation had been received at the time of writing the report
- 1.7 Appendix A provides an update against the agreed actions.



**Joint Local Area SEND Inspection in Sefton: Statement of Action Update**

**Action 1: To improve the poor progress made from starting points by pupils with a statement of special educational needs or an EHCP at key stages 2 and 4**

Ref.	Areas of work	By Whom	By When	What we will see	Progress
<b>A1.1</b>	<b>Establish practices to ensure robust and ongoing understanding of progress data for pupils with SEND to enable more focused response for individual schools and / or pupils</b>				
<b>A1.2</b>	Ensure capacity to establish and maintain a data base to monitor progress of pupils with Education Health Care Plans	Service Support Manager & Business Intelligence officer	July 2017	The Local Authority will have developed a data base for pupils with Education Health Care Plans to enable them to systematically track progress over time	Completed
<b>A1.3</b>	Joint work with school improvement partners in evaluating progress for pupils with SEND and setting targets for improvement.	Team Leader for Inclusion & Special Schools	Ongoing	The Local Authority will have a good understanding of school performance across specialist provision and mainstream schools	Underway
<b>A1.4</b>	Share data and intelligence relating to pupil progress with Teaching Schools in order to determine where (and how) to target their expertise to improve pupil progress.	Teaching Schools & Team leader Inclusion	Ongoing	Schools working in collaboration with the Local Authority in driving improvement and progress for pupils with SEND	Underway
<b>A1.5</b>	Develop standardised tracking matrices throughout the authority in order to gain a common understanding of methods used by different schools.	Schools & Team Leader for Inclusion	August 2018	The local authority will be able to interpret school based data and offer meaningful challenge and support	Underway
<b>A1.6</b>	Increased oversight the progress of pupils educated outside of borough with Statements or Education Health Care Plans	Lead SEN Officer	October 2017	Data base includes pupils educated outside Sefton and they receive the same offer as pupils educated within	Not completed

				Sefton	
<b>A1.7</b>	Increased oversight of progress of pupils who are home educated with education health care plans	Co-ordinator complementary Education	October 2017	Data base includes pupils who are electively home educated and they receive the same offer as pupils educated within schools in Sefton	Completed
<b>A1.8</b>	Data evaluated annually and published. Statement of Action adjusted accordingly to target resources and maximize impact where it is most required. Data will include comparisons between Sefton's performance and national and statistical neighbours. Analysis will include comparators between different types of schools in Sefton and their location within the authority.	Head of Schools and Families	September 2017	There will be a transparency of data which will be shared to enable parents to make informed choices and the local authority to explain how resources will be targeted	Completed
<b>A1.9</b>	Data analysis shared with schools, and individual schools notified if targeted for improved performance.	Head of Schools and Families	November 2017	Resources will be targeted to accelerate progress when schools or individual pupils are identified for more focused support.	Completed
<b>A1.2</b>	<b>Outcomes for children with Education and Health Care Plans are expressed as quantifiable end of key stage expectations. Provision outlined to describe how school will ensure outcomes are met.</b>				
<b>A1.2.1</b>	Training for key local authority practitioners in identifying long term quantifiable curriculum based outcomes; and indicators that demonstrate progress towards them. Focus also on preparation for adulthood,	Team Leader for Inclusion with schools	February 2018	School based practitioners and Local Authority Officers have shared understanding of aspirational expectations for students with SEND from their starting points	Underway
<b>A1.2.2</b>	Case worker to attend annual reviews for pupils in primary provision, at key transition points, to support schools in the determination of next steps and effective provision	Lead SEN Officer	June 2018	Outcomes for primary school pupils with SEND will include end of Key Stage expectations across the curriculum	Underway
<b>A1.2.3</b>	Case Worker to attend annual reviews for pupils in secondary provision, at key transition points, to support schools in the determination of next steps and effective provision	Lead SEN Officer	July 2018	Outcomes for secondary school pupils with SEND will include end of Key Stage expectations across the curriculum	Underway

<b>A1.2.4</b>	Inclusion Consultants to support schools in identifying specific outcomes and provision for pupils receiving SEN Support		March 2018	End of Key Stage expectations are detailed on SEND support plans alongside key indicators that mark progress required in order to achieve expectations.	Underway
<b>A1.2.5</b>	Methods established to quality assure suggested outcomes and tracking mechanisms to ensure that progress will compare favourably to national comparisons at the end of Key Stages.	Team Leader Assessment resource and provision planning. DfE oversight	October 2018	Sefton will develop a culture of high aspiration for pupils with SEND and an equitable offer across a range of schools.	Underway
<b>A1.2.6</b>	Consultation with parents and training for practitioners to ensure that plans are co-produced with parents across all schools. Include gathering an understanding of how parents or carers would evaluate meaningful progress.	Lead SEN officer	October 2017	Parents and carers are routinely provided with the opportunity to be actively involved in the setting of outcomes for children with EHCPs	Completed
<b>A1.2.7</b>	Regularly collect feedback from parents and young people following reviews.	Lead SEN Officer	January 2018	Feedback from parents and pupils evidence satisfaction with process	Completed
<b>A1.2.8</b>	Re-visit the protocol for transition to Key Stage 3 to provide training to all settings and target support for pupils most at risk of not making progress in their new settings.	Team Leader Inclusion	November 2017	Feedback from pupils, parents and schools following transition to secondary provision relate a positive experience.	Completed
<b>A1.3</b>	<b>Provision in special schools and mainstream schools is effective and pupil progress towards expected outcomes is tracked rigorously</b>				
<b>A1.3.1</b>	In response to parental suggestion there will be a requirement that schools must discuss with parents manageable and effective ways in which they can help their child achieve outcomes set at reviews for EHCPs. .	Lead SEN Officer	October 2017	Feedback collected from reviews indicates that parents feel empowered to support their children in achieving outcomes set	Completed
<b>A1.3.2</b>	Schools provide Sefton with tracking data for pupils with education and health care plans. The data is rag rated by schools to indicate whether the child is on track to achieve annual outcomes and end of key stage expectations.	Team Leaders Inclusion and Assessment Resource and	April 2018	Local Authority officers intervene if pupil is not making progress and signpost support. Evidence of	Underway

		Provision Planning		accelerated learning because of intervention.	
<b>A1.3.3</b>	Mainstream schools inform Inclusion Consultants if pupils with SEND are not on track to achieve expectations at termly planning meeting. Inclusion Consultant evaluates support and offers written advice to accelerate learning.	Co-ordinator Pupil Progress	October 2017	Diminishing Difference between progress for Sefton Pupils accessing SEN support and pupils nationally evidenced across key stages overtime	Completed
<b>A1.3.4</b>	Workshops and continuous professional development opportunities provided to support schools in tracking progress and identifying key progress indicators, including peer support between specialist and non-specialist settings.	Co-ordinator Pupil Progress	November 2017	By July 2018 at least 85% pupils will be regularly achieving academic outcomes set at their termly reviews.	Completed
<b>A1.3.5</b>	Evaluation of tracking processes used for holistic development, such as social communication, emotional resilience, independence, etc. Good practice from specialist provision shared across authority,	Team Leaders Inclusion and Assessment, resource and provision mapping with schools and parents	February 2020	Plans indicate more focused and equitable approach to tracking holistic development.	Not started
<b>A1.3.6</b>	Information made available to parents to ensure they have a good understanding of the review process and their part in it.	Lead SEN Strategy Officer	January 2018	Feedback from parents / carers will indicate their understanding of process and progress data being shared. Any dissatisfaction will be addressed.	Underway
<b>A1.3.7</b>	Audit of provision for young people accessing further education. Extension of offer to include more opportunities, such as supported internships	Lead SEN Strategy Officer	February 2020	Improved offer for young people in further education with focus on preparation for adulthood.	Underway
<b>A1.4</b>	<b>Effective Intervention if pupil does not make expected progress</b>				
<b>A1.4.1</b>	School based tracking data collected and used to determine where to prioritise resources and support for individual pupils and schools.	Team Leaders Inclusion, SEN and Assessment, Resource and Provision	November 2019	Progress data for pupils at the end of KS2 and KS4 will have improved and there will be evidence of a diminished difference when Sefton's pupils are compared to	Underway

		Planning		children with a similar profile nationally. Support targeted when this has not been achieved	
<b>A1.4.2</b>	Audit of skills undertaken to determine whether practitioners have skills and knowledge required to accelerate progress for targeted cohorts. Training programme identified and initiated across settings and practitioners	Team Leader Inclusion and Pupil Progress & complex needs Co-ordinators	December 2019	Systematic development of expertise. Sharing of good practice. Examples of impact on pupil progress in targeted settings.	Not started
<b>A1.4.3</b>	CPD opportunities for Inclusion Consultants to improve their knowledge of effective proven interventions for targeted cohorts	Pupil Progress and Complex needs co-ordinators	November 2019	Examples of effective targeted support and impact progress for individual targeted pupils	Underway
<b>A1.4.4</b>	Named professional to support schools when individual (or cohorts) of pupils are identified as not making expected progress	Team Leaders SEN and Inclusion	January 2020	Achievement of targets set for targeted schools evidenced by a diminished difference when compared to national comparators.	Not started
<b>A1.4.8</b>	Schools causing concern protocol to be used if additional resources are required to secure impact required.	School Improvement	Ongoing	Availability of a range of resources to ensure all schools meet the needs Sefton's SEND population	Underway
<b>A1.4.9</b>	Ongoing and targeted CPD programme identified to support schools and colleges in the development of an effective offer for pupils with SEND	Team Leader Inclusion & Co-ordinator Pupil Progress	Ongoing termly offer	The difference between Sefton's progress and the national average at the end of Key Stage 2 and 4 will diminish annually and will be in line with the national average by July 2021	Underway
<b>A1.4.10</b>	Case studies developed for pupils whose progress is not conventional or following a linear direction.	Co-ordinator complex needs Schools	July 2020	Explanations for pupils not achieving in line with national averages collected and used as CPD opportunities	Not started

**Action 2: To address the poor operational oversight of the DCO across health services in supporting children and young people who have special educational needs and/or disabilities and their families**

Ref	Areas of Work	By Who	By When	What We Will See	Progress
<b>A2.1</b>	<b>Ensure the DCO function is embedded and robust</b>				
A2.1.1	Formalise the DCO function into the Chief Nurse job description whilst the current model is reviewed and the future model determined to meet the key requirements of the function:	CCGs Chief Officer	April 2017	<p>Governance, transparency and accountability for this role will be evidenced by the DCO being formally and explicitly included in the Chief Nurse Job Description. The Chief Nurse will have the key requirements of the DCO function evident in their agreed quarterly work plan to support the local approach to the implementation of the Children &amp; Families Act.</p> <p>These arrangements will require the DCO to identify risks to the delivery of healthcare elements of CYP and SEND and agree appropriate mitigating actions.</p>	Completed
A2.1.2	Ensure clear and strengthened strategic leadership at an Executive level within the CCGs of the shared goals relating to, for example SEND, CAMHS (including Transformation), commissioning of Individual Packages of Care / Personal Health Budgets and Transforming Care etc.	CCGs Chief Nurse / DCO CCGs Chief Officer	June 2017	Commissioning and delivery of SEND health services will be included in the CCGs 'Accountability Framework'. This makes it explicit where responsibility and accountability lies. Monitoring delivery against this requirement will provide opportunity challenge any gaps in delivery and require mitigating action plans if necessary. It also provides a framework for providing assurances to that goals are being achieved.	Completed

A2.1.3	Establish strengthened performance management and governance systems to extend the current sphere of influence and decision-making of the DCO.	CCGs Chief Nurse / DCO	January 2017	<p>The DCO will be attending and participating in key strategic forums providing clear strategic leadership at an executive level providing scrutiny and challenge to the local health economy.</p> <p>SEND and the DCO function will be an agenda item for discussion at key strategic and operational forums detailing performance issues and outcomes. Any areas requiring improvement can be identified and remedial actions agreed.</p> <p>This will enable the DCO to lead, influence and drive forward system change and quality improvements.</p>	Completed
A2.2	<b>Develop the DCO role and function to ensure it continues to meet the key requirements of the function in the most effective way.</b>				
A2.2.1	Seek national and regional best practice and other models for the delivery of the DCO/DMO functions. Co-producing with the wider health economy effective, affordable and sustainable DCO/DMO arrangements (this will include across the North Mersey Local Delivery System (LDS) to determine the feasibility of delivering the DCO/DMO function across that wider footprint).	<p>CCGs Chief Nurse / DCO</p> <p>CCGs C&amp;YP Commissioning Manager</p> <p>DCOs from the CCGs across the North Mersey Local Delivery System (LDS) footprint</p>	Sept 2017	<p>The CCGs will have made contact with the identified NHSE (regional and national) support, attended relevant events and networked with other local colleagues to develop an understanding of best practice to influence local arrangements.</p> <p>The Health economy will report shared ownership and understanding of the DCO arrangements.</p>	Completed

A2.2.2	New DCO/DMO arrangements, co-produced with the wider health economy, will be implemented	CCGs Chief Nurse / DCO North Mersey LDS SEND Health Economy Working Group	Nov 2017	DCO arrangements that are based on the key requirements of the functions of the DCO/DMO as identified in the Council for Disabled Children Handbook and best practice will be in place.	Underway
<b>A2.3</b>	<b>Increase awareness of the DCO role with providers and parents</b>				
A2.3.1	Developing arrangements to secure engagement and communication with providers and parents	CCGs Chief Nurse / DCO  CCGs Head of Communication & Engagement	July 2017	Greater engagement with parents, public and other professional stakeholders to raise awareness will ensure that parents, public and stakeholders are clear about the arrangements that are in place which will assist them in navigating the system. The increased engagement will also ensure that the services are modelled around need and are responsive to individuals.  The local health economy and other partners will be aware of the role and function of the DCO / DMO and improve their delivery of their own obligations under the Code of Practice.	Completed
A2.3.2	All NHS Provider organisations within the Sefton Health Economy to identify a SEND lead to ensure the reforms will be promoted and championed at Health provider level.	CCGs Chief Nurse / DCO  Providers	June 2017	Improved and increased accountability, responsibility and championing of the reforms at a health provider level. This will be reported in improvements via the agreed KPIs, feedback from providers and quality surveillance.  Agreement will be gained to establish a SEND Health Economy Working	Completed

				Group which will report to the Sefton SEND Strategic Group.	
A2.3.3	The DCO and commissioners continue to work with providers and regulators to ensure a joint approach to quality surveillance of SEND health provision leading to necessary improvement.	CCGs Chief Nurse / DCO  CCGs C&YP Commissioning Manager Local Authority Public Health Commissioning Lead  NHSE(C&M)  NHSI CCGs Chief Nurse / DCO  NHSE(C&M)	September 2017	This collaborative way of working will ensure consistency of quality surveillance and a shared understanding of any risks. Providers, regulators and commissioners will work together to improve services and outcomes.	Completed
A2.3.4	Establish a SEND Health Economy Working Group as a sub-group of the Sefton SEND Strategic Group (which includes parent representatives) to initiate and maintain a regular programme of strategic engagement and dialogue regarding DCO functions with health provider SEND strategic leads	CCGs Chief Nurse / DCO  Head of Schools & Families – Sefton Local Authority	June 2017	This will enable parents and relevant stakeholders to have an ongoing and sustained role in influencing the future of SEND services.	Completed
A2.3.5	Establish what local commissioners of health services have contained within their contracts as part of their oversight role and ascertain if there are any plans for contract variations now that new providers are in place across the local health and social care economy.	CCGs Chief Nurse / DCO	June 2017	Commissioners will have a thorough understanding of contracts and identify any gaps. Contract variations will be developed as appropriate and providers monitored to ensure compliance.	Completed
A2.3.6	CCGs and health providers to agree any contract variation for health services regarding SEND responsibilities and manage through robust existing contract management arrangements.	CCGs Contract Team  Health Provider Contract Team	Sept 2017	Accountability and responsibility will be robust across the health economy leading to improved performance management of SEND health services specifically re: timeliness and equity of access. A contract variation will be agreed as appropriate. The CCG will monitor compliance against these requirements as part of the CQPG process. Remedial action plans will	Completed

				be put in place in the event of any underperformance and assurances sought to demonstrate that outcomes will continue to be delivered.	
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**Action 3: To improve the lack of awareness and understanding of health professionals in terms of their responsibilities and contribution to EHCPs**

Ref	Areas of Work	By Who	By When	What We Will See	Progress
<b>A3.1</b>	<b>Ensure health professionals are aware of their responsibilities in respect of SEND and understand how they contribute to plans</b>				
A3.1.1	Undertaking a training needs analysis which provides benchmarking information of the current level of awareness of roles and responsibilities regarding SEND amongst providers of NHS health services across the local health economy – this is to include their contribution to EHCPs ensuring they are outcome focused and person centred.	CCGs Chief Nurse / DCO Health SEND Strategic Working Group	Sept 2017	The SEND Health Economy Working Group will undertake a training needs analysis across the health economy the outputs of which will be utilised to specify an appropriate training programme. This will then be commissioned from an appropriately identified provider.  This will improve awareness amongst providers and practitioners will increase their compliance with their obligations under the Code of Practice, leading to improved experience for children, young people and families e.g. via KPIs and quality surveillance.	Underway
<b>A3.2</b>	<b>Ensure the outcomes in EHCPs are appropriate and support the achievement of individual goals</b>				
A3.2.1	Engage with regional and national networks to establish and share best practice for writing EHCPs with an emphasis on identification and achieving outcomes.	CCGs Chief Nurse / DCO	July 2017	Engagement with regional and national networks will take place to learn from best practice.	Complete
		Head of Schools & Families – Local Authority CCGs Chief Nurse / DCO	Oct 2017	A model of local peer review will be in place to quality assure that there is an	Underway

		Head of Schools & Families – Local Authority		emphasis on identification and achieving outcomes as part of the agreed audit process.	
		NHS Health Providers Health SEND Strategic Working Group	April 2018	Health providers will be equipped to identify appropriate outcomes as part of their normal care planning and EHCP process.	Underway
A3.2.2	Initiate a regular process for audit to inform the multi-agency assurance model for EHCPs	CCGs Chief Nurse / DCO  CCGs C&YP Commissioning Manager	June 2017	Information from the baseline audit will be used to develop an improvement plan to address any inconsistency in quality and training needs.  New process will have been developed and agreed by the SEND Health Economy Working Group with submission to the Sefton SEND Strategic Group for approval of recommendation.	Underway
		CCGs Chief Nurse / DCO  CCGs C&YP Commissioning Manager  Health SEND Strategic Working Group TNA Task & Finish Group  Health SEND Strategic Working Group	Jan 2018	EHCPs will be routinely shared with health professionals involved in providing care in order to enable a more effective contribution to support the delivery of identified outcomes	Underway
		CCGs C&YP Commissioning Manager	Jan 2018	KPIs will be developed to support compliance with sharing of EHCPs which will be negotiated into the contract with relevant providers for 2018/19.	Complete
		EHCP Task & Finish Group	July 2017	Regional and national best practice will have been sought for the coordination	Complete

				of EHC assessments with other key health assessments	
<b>A3.3</b>	<b>Health professionals are aware of the content of EHCPs for the children and young people they work with</b>				
A3.3.1	Review current EHCP systems, processes and pathways and agree an Improvement Plan	Health SEND Strategic Working Group EHCP Task & Finish Group CCGs Chief Nurse / DCO CCGs C&YP Commissioning Manager	November 2017	EHCPs will be routinely shared with health professionals involved in providing care (including LAC, YOT and Continuing Care) this will enable an effective contribution which will support delivery of identified outcomes. This will be evidenced by direct feedback from health providers and compliance with relevant KPIs.	Underway
A3.3.2	Specific improvements about the coordination of EHC assessments with other key health assessments eg. C&YP Continuing Care Assessment and Looked After Children Health Assessment will be agreed and implemented.	EHCP Task & Finish Group CCGs Chief Nurse / DCO CCGs Safeguarding Service Commissioning Support Unit	December 2017	Children & Young People / Parent & Carer experience and views will have been sought to inform model for the improved coordination of assessments.  Assessment and information sharing processes will be more streamlined and co-ordinated. This will result in improved sharing of information and experiences for children, young people their families/carers. Audits and quality surveillance methods will ensure a robust evidence base.	Underway

**Action 4: To address the weakness of co-production with parents, and more generally in communications with parents**

Ref	Areas of work	By Who	By When	What we will see	Progress
<b>A4.1</b>	<b>Communication with parents is effective</b>				
A4.1.2	A form will be sent to all parents of children receiving additional support by schools to gather information from them on the best methods for parents to receive timely information	Head of Schools and Families	July 2017	Increased parental involvement and engagement as a consequence of improved communication.	Underway
A4.1.3	Appoint to vacant post with responsibility for parental liaison and communication	Head of Schools and Families/ Team Leader (Assessment, Resource & Provision Planning	July 2017	Improved capacity to support liaison and communication with parents and deal with individual issues resulting in increased parental understanding and confidence.	Completed
A4.1.4	A database is set up and maintained to capture responses.	Lead SEN Officer	September 2017	Database owner agreed and monitoring is in place and outputs and outcomes reported and measured	Underway
A4.1.5	New channels of communication will be set up as a result of the information gathered in the forms	Lead SEN Officer	September 2017	Parental confidence will increase  Parents will feel involved and engaged in discussions/ decisions about area changes and services that affect them and their children	Underway
A4.1.6	A review of how any future changes are communicated will take place and the learning from the review will be implemented. Parents/carers will be involved in this review to enable transparent review	Lead SEN Officer	July 2017	A dip sample (audit) of changes to transport will take place quarterly and include how the changes were communicated. Feedback from parents  The transport team will	Underway

				communicate timely and effectively any changes to individual children's transport arrangements	
A4.1.7	Training and development for frontline health practitioners will include policy and guidance about personal budgets in order that they can assist families in accessing the budget as appropriate	DCO/ Lead SEN Officer	October 2017	Increased interest in personal budgets from families	Underway
A4.1.8	Regular meetings of SEND Strategic Group on which parents are represented to have a strategic view of SEND.	Head of Schools and Families	December 2016	Increased engagement and involvement from parents enabling them to inform future strategies in respect of SEND	Completed
<b>A4.2</b>	<b>Co-production with parents is strong</b>				
A4.2.1	Strengthen relationships between the CCGs and Sefton Parent Carer Forum to enable co-production of the Commissioning of services.	CCG Head of Comms & Engagement  Sefton Parent Carer Forum	February 2017	Sefton Parent Carer Forum will receive and will attend regular invitations to attend CCG Big Chat events enabling their views to routinely be expressed.	Completed
A4.2.2	Ensure Sefton Parent Carer Forum have the opportunity to have a dialogue with the CCG Chief Nurse / DCO, CCG Children & Young People Commissioning Manager and LA Public Health on a regular basis, to discuss issues and challenges being raised amongst the forum.	Chief Nurse / DCO  CCG Children & Young People Commissioning Manager  Chair of the Sefton Parent Care Forum  LA Public Health	July 2017	Regular schedule of meetings agreed.  This will improve communication between the DCO / CCG and Parents and which the Forum will be able to describe.	Completed
A4.2.3	Set up a task and finish group where parents/carers and professionals work together on developing a co-production charter and associated 'kite mark' for Education, health and social care to sign up to.	Lead SEN Officer	June 2017	An action plan for co-production will be produced and will include monitoring methods as agreed by the task and finish group	Underway

				Joint working and collaboration becomes the norm in Sefton with parent/carers fully involved through representation in discussion and changes within SEND provision	
Page 22	A4.2.4	<p>Set up a task and finish group between parents/carers and health professionals to review current practice on how the health elements of EHCPs are co-produced and make recommendations on how they could be improved.</p> <p>This will include reviewing the CCGs Communication and Engagement Strategy.</p>	<p>CCGs Chief Nurse / DCO</p> <p>CCGs C&amp;YP Commissioning Manager</p> <p>EHCP Task &amp; Finish Group</p>	<p>October 2017</p> <p>An action plan for improving co-production in health will be produced and will include monitoring methods as agreed by the task and finish group</p> <p>Joint working and collaboration within health becomes the norm in Sefton with parent/carers fully involved through representation in discussion and changes within SEND provision</p> <p>Parents and carers will be involved in the development of services intended for them.</p>	Underway
	<b>A4.3</b>	<b>Parents are fully aware of the planned support and interventions and will be involved in reinforcing or contributing to success at home</b>			
	A4.3.1	Communication of planned support is reviewed and any learning about improving the communication is implemented.	DCO	<p>Sept 2017</p> <p>Audits of case files to establish how planned support/interventions are communicated will result in recommendations for improvement that will be subsequently picked as a task by the Health/ SEND Strategic Working Group.</p>	Completed
	A4.3.2	High needs action plans will be discussed in detail with families during development and via regular updates.	School SENCOs	<p>On-going</p> <p>Parents and families understand plans and outcomes are clear</p>	Underway

<b>A4.4</b>	<b>Make sure that children and young people are at the heart of the SEND reforms and shows how the views and experiences they share will shape how support and services are designed and delivered in the future.</b>				
A4.4.1	Young people involved in designing services and support which is appropriate and relevant to helping them. We will continue to ensure we engage a wide cohort of children.	Lead SEN Officer	March 2017	<a href="https://www.youtube.com/watch?v=CNsgMw7hluQ&amp;feature=youtu.be">https://www.youtube.com/watch?v=CNsgMw7hluQ&amp;feature=youtu.be</a>	Completed
A4.4.2	Developing a young person's version of the Local Offer and the Sefton 'SAVVY' app.	Lead SEN Officer/ Sefton SAVVY Development Group	March 2017	<a href="https://www.youtube.com/watch?v=ETxp3g9x6OE">https://www.youtube.com/watch?v=ETxp3g9x6OE</a>  <a href="https://play.google.com/store/apps/details?id=rockit.app.seftonsavvy">https://play.google.com/store/apps/details?id=rockit.app.seftonsavvy</a>	Completed
A4.4.3	Promote Young Advisors Participation strategy across the Health economy	CCG Head of Comms & Engagement	July 2017	Young Advisors Co-ordinator will be a member of Engagement and Patient Experience Group.  This will improve the extent to which Children and Young People are participating within the Health economy.	Completed
A4.4.4	Co-produce with Sefton Parent Carer Forum and other key partners a DCO / DMO SEND assurance dashboard with key performance and quality indicators/outcomes	CCGs Chief Nurse / DCO  SEND Health Economy Working Group	Sept 2017	Development of the DCO / DMO SEND assurance dashboard will be contained within the agreed Work Programme of the SEND Health Economy Working Group	Underway
		CCGs Chief Nurse / DCO  SEND Health Economy Working Group	Dec 2017	DCO / DMO SEND assurance dashboard will have been co-produced providing improved visibility of performance of key health provision across Sefton. Emerging trends and themes to be identified to include those relating to the children / young people and parental experience of service provision. This will	Underway

				<p>contribute to local commissioning plans and improvement strategies.</p> <p>This will provide to DCO, SEND Health Economy Working Group and Sefton SEND Strategic Steering Group with necessary transparency and assurance.</p>		
Page 24	A4.4.5	Co-produce with Sefton Parent Carer Forum a programme of quality surveillance of SEND health provision to support necessary improvement	SEND Health Economy Working Group	April 2018	<p>Information as to the quality of SEND health provision leading to more targeted improvement strategies and commissioning plans will be available. This will also provide the DCO, SEND Health Economy Working Group and Sefton SEND Strategic Steering Group with necessary transparency and assurance about the quality of services.</p> <p>A programme of quality surveillance will be co-produced with Sefton Parent Carer Forum and agreed as part of the assurance process e.g. Consultation with Children &amp; Young People / Parents &amp; Carers, Peer Review Visits, Peer Review / Deep Dive of EHCPs. The results of the programme will inform the Work Programme of the SEND Health Economy Working Group and provide evidence of achievement of outcomes.</p>	Underway

**Action 5: To address the weakness of joint commissioning in ensuring that there are adequate services to meet local demand**

Ref	Areas of Work	By Who	By When	What We Will See	Progress
<b>A5.1</b>	<b>Ensure effective arrangements in place for joint commissioning of SEND services from a population basis to individual packages</b>				
A5.1.1	Establish a Children's Integrated Commissioning Group with membership from the Local Authority, Public Health, CCGs and Education	DCS / DASS – Local Authority	Feb 2017	A Children's Integrated Commissioning Group will be in place with agreed Terms of Reference focussed around areas for integrated commissioning.	Completed
A5.1.2	Ensure a Strategic SEND Needs Assessment is undertaken to capture current local needs to support the commissioning of SEND support services	CCGs Chief Nurse / DCO.  CCGs Children & Young Peoples Commissioning Manager  LA Public Health  Appointed Provider	January 2018	There will be a better and shared understanding of local SEND needs which will inform commissioning and improvement plans.	Underway
A5.1.3	Co-produce a draft SEND Joint Commissioning Strategy informed by the SEND Needs Assessment and reflective of national guidance and best practice to support future commissioning and service redesign.	Sefton SEND Strategic Group	June 2018	Commissioning and services will be informed by children, young people and their families / carers.  Commissioning will be consistent across the area and better matched to local needs.	Underway
<b>A5.2</b>	<b>Develop an Autism Pathway for Sefton</b>				

A5.2.1	A new Neuro-developmental Pathway (which will include pathways for autism, ADHD and aspergers) will be co-produced all key stakeholders including parents and carers	CCGs Chief Nurse / DCO.	Sept 2017	Task & Finish Group will be in place to lead the pathway re-design – this will include representation from C&YP / Parents & Carers in order to ensure new pathway is co-produced with clear outcomes	Completed
		CCGs Children & Young Peoples Commissioning Manager			
		Head of Schools & Families			
		NHS Health Providers			
		LA Commissioners of C&YP Services			
		CCGs Chief Nurse / DCO.	Sept 2017	The co-production of the Neuro-disability pathway will be contained within the Commissioning Intentions Letter issued to providers for the 18/19 contract	Completed
		CCGs Children & Young Peoples Commissioning Manager			
		CCGs Chief Nurse / DCO.	April 2018	The co-produced Neuro-disability pathway will be agreed and published in 18/19 which will deliver timely (affordable and equitable) access to appropriate support, diagnosis and treatment.	Underway
		CCGs Children & Young Peoples Commissioning Manager			
		Head of Schools &			

		Families NHS Health Providers LA Commissioners of C&YP Services			
<b>A5.3</b>	<b>Ensure consistent delivery of health services across the area</b>				
A5.3.1	Ensure robust performance management of key health services for SEND are in place to support improved outcomes for Children & Young People	CCGs Chief Nurse / DCO	June 2017	Key quality and performance indicators will be in place within the relevant contract schedules for the purposes of performance management and improving outcomes of children and young people (this will be reported by CCG area and therapy specific)  This will lead to improved performance of services re: access, equity and experience.	Completed
		CCGs Quality & Contracts Team  CCGs Chief Commissioning & Re-design Officer			
		CCGs Chief Nurse / DCO	September 2017	Quality and performance reporting of key health services will be seen in the Integrated Performance Report that is presented to the CCGs Governing Bodies	Completed
		CCGs Quality & Contracts Team  CCGs Chief Strategy & Outcomes Officer			

A5.3.2	Commissioners to address the inequity of service provision across north and south Sefton with regards to the Children's Complex Needs Team following the completion of the NHSI led transaction process	<p>CCGs Children &amp; Young Peoples Commissioning Manager</p> <p>CCGs Contracts Team</p> <p>NHS Provider (AHCH)</p>	June 2017	The CCGs will have contacted the lead commissioner for the local NHS provider to start formal contract conversations regarding the expansion of this team to provide a service for children and young people in the south of the Borough	Completed
A5.3.4	Discussions to take place with all providers of relevant health services (post NHSI led Transaction Process) to identify and agree ways in which access times can be improved with a specific emphasis on Neurodevelopment Services including Autism, ADHD and Aspergers	<p>CCGs Children &amp; Young Peoples Commissioning Manager</p> <p>CCGs Chief Nurse / DCO</p> <p>CCGs Contracts Team</p> <p>NHS Provider (AHCH)</p>	June 2017	Key quality and performance indicators will be built into the relevant contract schedules for the purposes of performance management and improving outcomes of children and young people (this will be reported by CCG area and therapy specific)	Completed
A5.3.5	Establish regular assurance panels with parental representation at which the DCO and Local Authority SEN Officers review a selection of EHCPs to quality assure plans and capture any unmet needs/ gaps in commissioned services and challenges with access.	<p>CCGHs Chief Nurse / DCO</p> <p>Head of Schools &amp; Families – Sefton Local Authority</p>	September 2017	<p>The EHCP assurance panel process will be in place with an agreed Terms of Reference and confirmed meeting schedule</p> <p>Commissioning and services will be better informed by local need and experience.</p>	Underway
A5.3.6	Ensure the intention to introduce new care pathways that have been co-produced with children and young people / parents and carers eg. Neuro-disabilities are highlighted to the CCGs contracts team for inclusion in the commissioning intentions issued to relevant health provider organisations	<p>CCGs Chief Nurse / DCO</p> <p>CCGs C&amp;YP Commissioning</p>	June 2017	New co-produced pathways can be introduced in a timely way that conforms with contractual practice and processes. Additionally the introduction of	Completed

		<p>Manager</p>		<p>new pathways will be effectively managed so as to minimise any impact on patients and families e.g. access/waiting times.</p> <p>The CCGs Contract Team will be made aware of the need to include new pathway development / introduction into the commissioning intentions letter to be issued to providers in September 2017.</p>	
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