

# SEND CIB Governance Proposal

11<sup>th</sup> July 2023

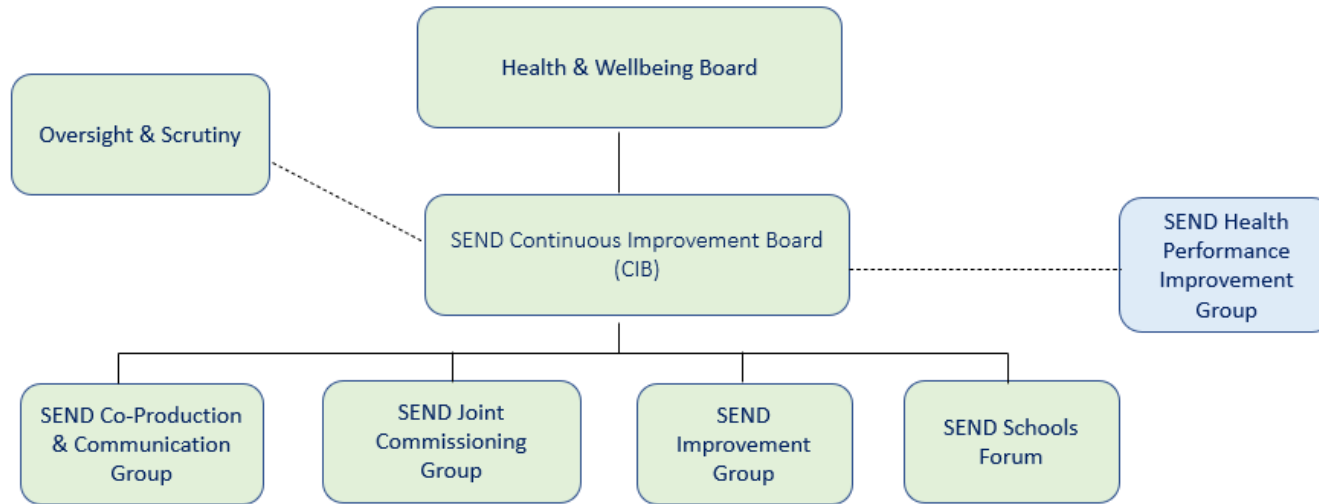
# Proposal Rationale & Objectives

Sefton is ambitious for its SEND children & young people to have fulfilling and successful lives so let's match that ambition for the supporting governance structures that enable that ambition.

As well as being the right thing to do, ensuring governance & oversight best practice is in place and being followed is a key area that the inspection will be looking at (*feedback from Warrington BC*) so this proposal will:

- Increase the levels of rigour and oversight for the CIB through enhanced service and improvement data.
- Widen the contribution to the CIB agenda by all partners to increase the levels of ownership and accountability and ensure it is clear what their individual contributions are.
- Ensure there is a focus on delivering the decisions made at CIB through effective tracking.
- Increase the pace of delivery of SEND improvements to get quicker impacts on the ground through a more focused and standardised approach to improvement project reporting and risk management.
- Increase capacity of partners working on SEND by reducing related groups/meetings to ensure they are relevant and aligned.
- The Board has a clear view of SEND performance across the local area and an insight to the drivers and causes to enable it to decide on the priorities and areas of focus.

# Proposed Improvement Project Reporting



All delivery groups have a standardised agenda and action/risk logs

Draft Agenda circulated to Chairs and leads.  
(3 weeks prior to CIB)



All reports and agenda items submitted.  
(2 weeks prior to CIB)



CIB pre-board meeting.  
(1 week prior to CIB)



CIB held bi-monthly.  
(2 hours)



Post CIB papers distributed.  
(1 week after CIB)

- Performance Management and System Leadership meeting functions taken over by proposed SEND Dashboard and newly convened 'Pre-Board Meeting'
- Terms of reference for CIB to be revised to confirm its oversight and decision-making roles and to be held bi-monthly.
- Adults, Children's & Education lead members proposed to be joint chairs (majority vote required e.g. 2/3).
- Senior leaders from all partners to be standing members of CIB.
- Terms of reference to be revised for each 'delivery group' to align with SEND Improvement outcomes & measures of success.
- Each 'delivery group' to have a standing item on the agenda to report progress against outcomes & measures of success.

# Proposed CIB Agenda

Agenda Item	Owner
Introductions & Apologies	Chair
Review of decision & action log	Strategic Support
Conflicts of interest and confidentiality	Chair/All
<b>Standing Agenda Items</b>	
Voice of the Child/Young Person case study	Rotated - Education/Health/Social Care
SEND Performance Report (Dashboard)- <i>SEND operational data.</i>	SEND Manager
PCF Update	PCF Chair/Rep
SEND Improvement Group Report	Programme Manager
Joint Commissioning Group Report	Group Lead
Schools Forum Group Report	Group Lead
Co-Production & Communications Report	Group Lead
<b>Focus Area &amp; Sign Off Requests</b>	
Example report	Lead
Example strategy	Lead
<b>AOB</b>	

The proposed revised agenda will consist of four distinct elements:

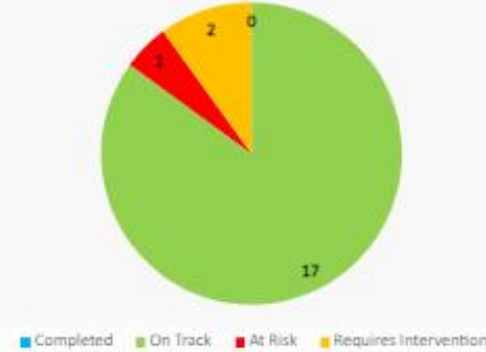
- Introductions/admin/review of decision log/actions.
- Standing Agenda items.
- Focus area (as identified by the Chair(s)/Board and sign off requests.
- AOB.

# Proposed Delivery Group Reporting

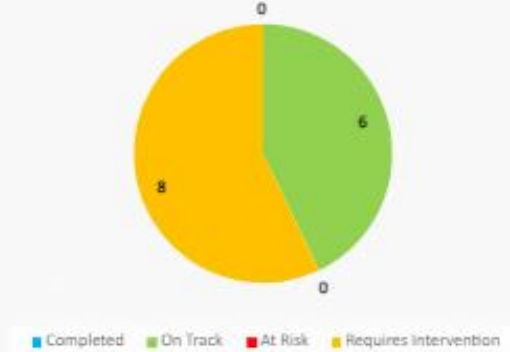
SEND Improvement Programme Overall



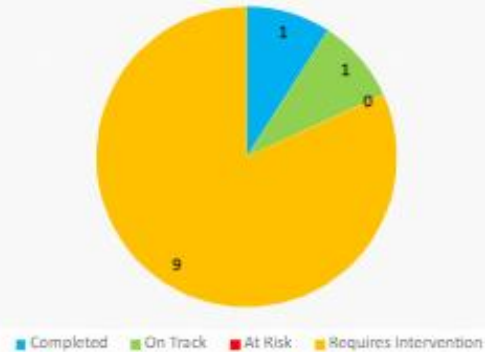
SEND Continuous Improvement



Annex A Library



Inspection Evaluation Criterion



Delivering Better Value (DBV)



SEND Local Area Audit



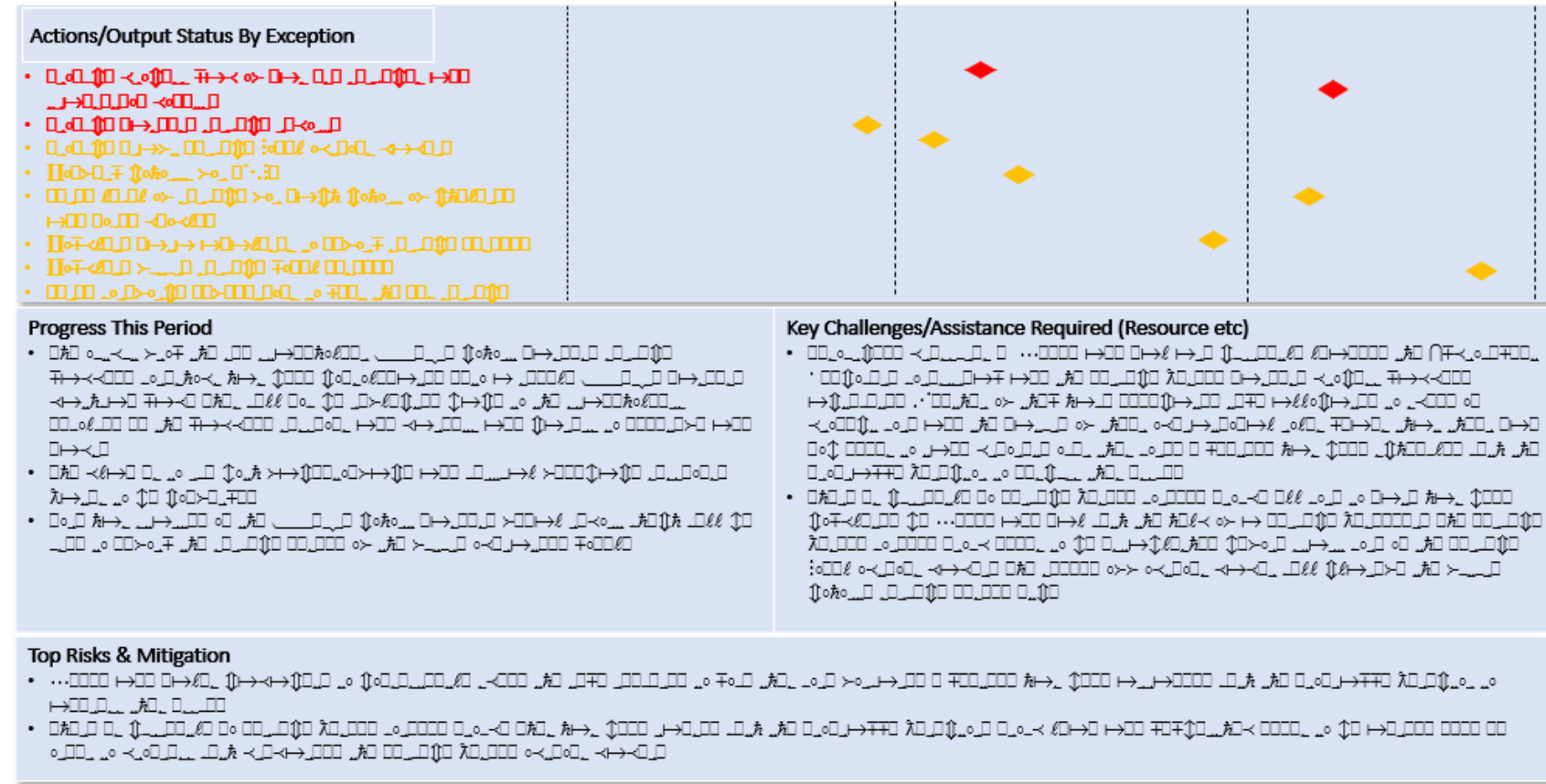
The programme level of reporting will show the status of all actions/outputs across the CIB delivery groups together with a summary for each e.g.:

- 6 completed
- 34 on track
- 27 in progress
- 2 at risk

# Proposed Delivery Group Reporting

## SEND XYZ Group Highlight Report

Completed On-Track In Progress At Risk



The project/delivery group level of reporting will show the status for each of the four groups as:

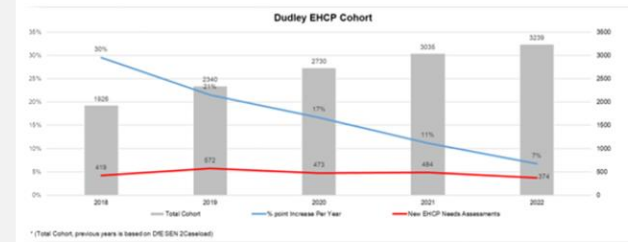
- Actions/Outputs due in the next three months status **by exception** together with an update on the reasons for any delay etc.
- Progress in the last quarter in terms of what has been completed/delivered.
- Key challenges/assistance needed such as extra resource or assistance from partners etc.
- Top risks & mitigation which would be those with the potential to delay delivery etc.



# SEND Dashboard Suggested Data Sets

(examples are not Sefton data)

## EHCPs active as of xxxx



3274 ▲

### What is the data telling Us?

- 2021 11%, 296, increase this year against 10% Nationally in 2021.
- 2022 <11%, 265 increase year to date.
- YTD: Average 12 new EHCNA requests every week. Compares to 9 per week for previous years
- EHC first issued By DfE age group in 2022;
- 0-4= 92, 5-10=97, 11-15=67 16+ = 9

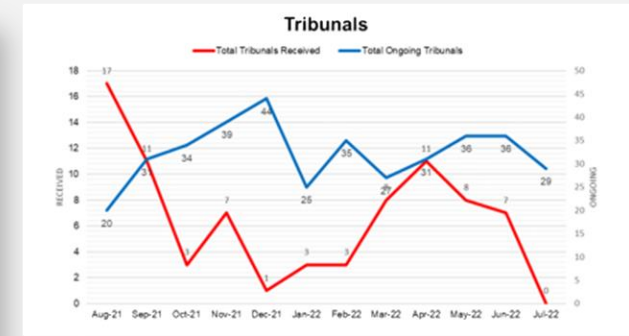
## Timeliness - EHC Plans Issued within the 20 Week Statutory Timeframe

Year to 31<sup>st</sup> August 2022 we were at: 36% (All)  
v national rate of 60% for 2021.  
(the latest SEN2 published in May 2022).

2022 is not at the same completion rate as 2021 to date, this in part is due to the increase in requests for early years in a concentrated period of time, however further work and scrutiny has been embedded into the SEND team to develop this. Close working with Early Years Service to support change in requests for assessment for the year 2022/23

Currently 14 missed the 20 weeks deadline. This represents a significant improvement in comparison to April figure which had reached over 60.

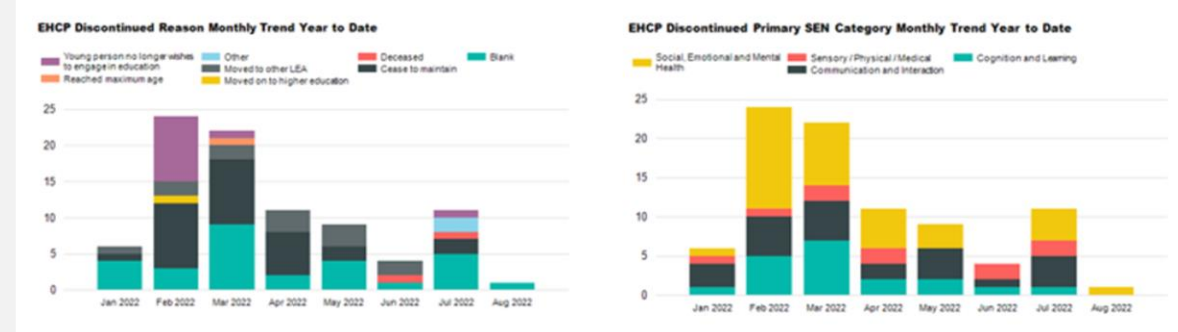
Breakdown:  
0 over 40 weeks  
1 over 30 weeks  
13 over 20 weeks



## Performance Data - Therapy Services

				Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	
LQR 5	Children's Services Waiting Times – Occupational Therapy	Local	Quarterly	<=8 weeks	8.9	7	0	9	7.6	6.7	6.4	8	9.5	8.2	7.6	5.8
LQR 6	Children's Services Waiting Times – Paediatric Physiotherapy	Local	Quarterly	<=10 weeks	0	5	0	7	8.3	10.8	10.3	10	9.2	10.3	7.6	8.6
LQR 7	Children's Services Waiting Times – Speech & Language Therapy	Local	Quarterly	<8= weeks	0	7	0	7	7.3	6.7	5.6	10	9.4	11.1	9.8	9

## EHCP First Issued vs Discontinued (ceased)



Output / Outcome	Objectives	Period	SEN provision SEN with statement or EHC			SEN provision SEN without statement			SEN provision - No SEN		
			RAG	Target	Actual	RAG	Target	Actual	RAG	Target	Actual
			England		Dudley	England		Dudley	England		Dudley
<b>DfE Attendance and Absence data</b>											
Attendance Rate		202021	✗	87%	86.3%	✓	93.5%	93.6%	✗	96.1%	95.7%
Authorised Absence Rate		202021	✗	11.1%	12.0%	✓	4.5%	4.3%	✗	2.9%	2.9%
Unauthorised Absence Rate		202021	✓	2.0%	1.8%	✗	2.0%	2.1%	✗	1.1%	1.4%
Overall Absence Rate		202021	✗	13.1%	13.7%	✓	6.5%	6.4%	✗	3.9%	4.3%
<b>DfE Suspension and Exclusion data</b>											
Suspensions Rate		202021	✗	12.98%	13.1%	✗	11.9%	12.6%	✗	2.8%	3.6%
Permanent Exclusions Rate		202021	✓	0.1%	0.0%	✗	0.15%	0.17%	✗	0.03%	0.06%

# Summary of Decisions Requested

- Approve the proposed revised CIB governance structure and delivery groups.
- Approve the proposed pre and post CIB meeting schedule and function.
- Approve the proposed CIB and supporting group Terms of Reference review.
- Approve the revised chairs and senior leader representation .
- Approve the proposal for a CIB decision/action log to replace minutes.
- Approve the proposed CIB agenda.
- Approve the proposed delivery groups reporting approach.
- Approve the development of a SEND local area data dashboard.



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