






RAG RATING KEY	
Action completed	
Action not yet completed, but on track and scheduled for completion within projected timeframe	
Action not on track, risk to implementation	
Longer-term action not yet started. No risk to implementation currently anticipated	
Part of Business as usual	

The outcome we are aiming for.	Action Ref.	The actions we are taking	Impact we will have	Action Completion date and progress rating	Progress & Impact – January 2020		
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<p>1.1 Children and young people with an Education, Health and Care Plan achieve from their starting point at KS2 in Writing and Maths at least as well as their peers nationally</p>	1.1.1	<p>The Council will continue to work collaboratively with schools to regularly monitor pupil performance to see if the agreed goals, expectations and outcomes for pupils are being met.</p> <p>To strengthen our collaboration the Council has seconded an experienced Head of an outstanding Special School on a full-time basis to ensure oversight of the EHCP process from an education perspective.</p> <p>New EHCPs include key stage expectations from September 2019</p>	<ul style="list-style-type: none"> The percentage of Sefton children educated on an EHCP achieve the expected standard in KS2 Writing and Maths and is consistent with national averages. Outcomes for children with Education and Health Care Plans are expressed as quantifiable end of key stage expectations 	Monitoring of KS2 forms part of the Councils wider monitoring of pupil performance.	<ul style="list-style-type: none"> The Local Area is making good progress in this area, targets and milestones relate to the academic year and associated reporting schedule. The Council increased capacity to drive this action forward and several working groups are in place that will take forward change in this area. A sub group has been established to consider Writing and Maths. Since September 2019 the SEND team is working with the Inclusion Consultants to develop geographic cluster groups. A Pupil Performance Group is considering how we can improve our understanding of data on a real time basis. 	<p>Current position</p> <p>Nationally, 65% of pupils reached the expected standard in all of reading, writing and maths (combined) in 2019, up from 64% in 2018. 11% of pupils reached the higher standard in 2019, up from 10% in 2018. In Sefton 62% of pupils reached the expected standard in all of reading, writing and maths (combined) in 2019, down from 64% in 2018. 9% of pupils reached the higher standard in 2019, up from 8% in 2018.</p> <p>When we consider the performance for the children and young people with an Education, Health and Care Plan (EHCP) from their starting point at KS2 in writing and maths (to be at least as well as their peers nationally), the percentage of pupils who reached the expected standard in all of reading, writing and maths (combined) in 2019 was 3%, below the national average of 9%, but up from 1% in 2018.</p> <p>Evidence of Action</p> <ul style="list-style-type: none"> Sub groups have an agenda to promote better inclusion in schools, with more information being shared through groups and SENCO training to fully inform school about what high quality first teaching is in order to get the best possible outcomes for all children. NASEN SEND review training has taken place - greater skill set of school leaders to provide a rich SEN offer and support colleagues to advance this further - NASEN led A presentation to SEND working Group Writing & Maths A presentation made to Headteachers <p>Impact</p> <ul style="list-style-type: none"> The Inclusion groups have oversight of schools' data and are beginning to build capacity through sharing good practice and training SENCOs in the use of various assessment tools. Being able to demonstrate the impact of the changes being developed will take time. 	<p>See 1.4.2 Embed Quality Assurance Framework</p> <p>Sub groups to continue</p>

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<p>1.2</p> <p>The Timeliness of new EHCPs will improve to within the statutory timescale of 20 weeks</p>	1.2.1	<p>Develop and monitor a resourced recovery plan to ensure that EHCPs are completed within the statutory timescale of 20 weeks. This will include the use of a tracker that has been developed</p>	<ul style="list-style-type: none"> EHC Plans are completed within the statutory timescale of 20 weeks. <p><i>NB using local performance monitoring data and comparison with 2018 LAIT</i></p>	<p>18 months In line with national averages for new assessments completed within 20 weeks by October 2020</p>	<ul style="list-style-type: none"> The Local Area is making good progress in this area with performance improving month on month. On track to meet milestones The resourced recovery plan is in place and using a tracker for new EHCPs progress is being actively monitored by the SEND team. There is operational management oversight of performance on a weekly basis and if required appropriate remedial action is put in place. The Council's Chief Executive has ensured visibility at an executive level To assure progress the tracker is also monitored by the Council's Performance and Business Intelligence team with the Council's Executive Leadership team receiving regular updates. 	<p>Impact</p> <ul style="list-style-type: none"> Compliance with the statutory timescale of 20 weeks is improving month on month, at 31st December, the number of plans finalised in the calendar year is 310, with 22.4% of them finalised within 20 weeks. There has been an upward trend in performance for the number of plans completed within 20 weeks, increasing from 8.7% in July 2019. Noticeably a monthly average of 55% of plans were completed within 20 weeks in the final quarter of the year, but the overall performance is averaged to 22.4%. The impact of the improvements in this area is yet to be widely felt by families, the parent carer survey will establish a baseline that will enable us to track this going forward. Feedback at the Co-production sub group is that complaints to SPCF re timeliness are reducing. Backlog has reduced to 8 as at 11th February 2020 100% of EHCPs being completed in maximum of six weeks by Health from the date of request from the Local Authority by end of September 2019 and this is being maintained and this continues Schools note efficient responses and chasing of response from schools by case workers to ensure EHCPs are completed in timely ways. Schools note successful relationships between caseworkers and families, time is being taken to get to know the families - greater trust and reassurance. Schools note successful and informed caseworkers due to visits to schools to understand the provision available in the locality for families. <p>78 places identified for Year 6 across both reviews and new assessments – 58 to go.</p>	<p>Continue to work towards targets or better as set out in the Improvement Plan and ensure that improvement in performance and improvements in quality remain aligned.</p> <p>Embed Quality Assurance Framework.</p> <p>Continue to ensure visibility of performance at an executive level.</p> <p>Over the next 6 months the DCO will use peer learning and best practice to strengthen the notification process between the Local Authority and Health to support the timeliness of completion of EHCPs.</p>


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<p>1.3 EHC Plans are reviewed within the statutory timescales</p>	1.3.1	<p>Revise guidance and processes to ensure appropriate prioritisation and resourcing of annual reviews. This will include the use of a tracker that will be developed. Prioritisation of key education transition points (Yr 6 & Yr 11) for children and young people</p>	<ul style="list-style-type: none"> Reviews are completed within statutory timescales. Transitional arrangements at key points improve. 	<p>12 months. Reviews completed within timescales from July 2020</p>	<ul style="list-style-type: none"> This is currently reporting as an area of slippage against the targets in the plan. The teams have prioritised education transition points and there is currently no well developed tracking in place that enables validated performance on reviews in their entirety. As a priority a recovery plan will be put in place in January 2020. This will include a system being put in place to improve the timeliness and recording of reviews and a tracker will be developed. Additional resources have been commissioned to drive the required improvement in performance in relation to reviews. The SEND team has prioritised identifying and planning for the review of children and young people with EHC plans <ol style="list-style-type: none"> (1) preparing for adulthood reviews (2) attending a Sefton mainstream school or other institution and moving between key phases of education, and (3) those not attending a Sefton mainstream school or other institution, by the 15th February 2020 (Yr.6 cohort), 31st March 2020 (Yr.11 cohort) and the end of the academic year (Yr.9 cohort). <p>Schools are progressing all other EHCP reviews but at this time the Local Area cannot validate progress</p> <ul style="list-style-type: none"> January 2020 <ul style="list-style-type: none"> o SENDCIB agreed recovery plan o Tracker in place 	<p>Evidence of Action</p> <ul style="list-style-type: none"> 107 children and young people have been identified who are currently in Y6 and will be moving between key phases of education in 2020. <p>Impact</p> <ul style="list-style-type: none"> The Local Area is aware that it is not currently able to evidence progress in this area against all reviews Review meetings for 94 of these children and young people have been held, the remainder are scheduled (those taking place in January 2020 are scheduled as per request of parents and or school) 22 amended plans have been shared and the remainder are actively being progressed 78 places identified for Year 6 across both reviews and new assessments – 58 to go The impact of the improvements in this area is yet to be widely felt by families, the parent carer survey will establish a baseline that will enable us to track this going forward. 	<p>January to March 2020 prioritise and action Year 11 reviews</p> <p>Ensure all reviews are undertaken in line with targets in Improvement Plan or better.</p>




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1.4 The quality of outcome writing in Education, Health and Care plans is at least consistently good	1.4.1	Train the SEND system workforce to develop and write co-produced, outcome-based plans. NASEN will deliver training for staff completed by end of September 2019. A follow up NASEN workshop for staff will take place early in 2020 to ensure training has been embedded	<ul style="list-style-type: none"> EHC Plans will be <ul style="list-style-type: none"> of at least good quality as evidenced in audit current and specific compliant with statutory requirements produced stating clear outcomes clear on the timelines for achieving outcomes 	3 months September 2019. Initial workshop delivered	<ul style="list-style-type: none"> Key milestone met To support the required improvement in quality of EHCPs initial NASEN training was delivered on 9th and 24th September 2019. This training covered both EHCPs and Personal Budgets and was attended by both members of Council and Health workforces. There was a further session on 10th October 2019 for Health staff. 	Evidence of Action <ul style="list-style-type: none"> Evaluation of the NASEN training delivered on 9th September 2019 Impact <ul style="list-style-type: none"> Overall the feedback from attendees was positive with comments including "Refocused my thinking, really enjoyed the course", and "Great to have time to reflect". Many of the attendees also commented on having an improved understanding of developing outcome-based plans. It is anticipated that the training will begin to have a visible impact on the quality of plans over the next quarter. 	Going forward it will be essential that the impact of the training delivered is assessed through the quality assurance framework, this will be monitored using the Framework identified at 1.4.2.
				6 months. NASEN workshop to quality assure EHCPs	<ul style="list-style-type: none"> The Local Area is on track to meet these milestones Further sessions are planned in house to look at peer review of current plans. A further session is planned to look at the Preparation for Adulthood element. A session is planned to Legal to deep dive some of the detail provision parts of the plan. Managers are scheduled to take part in a peer review task with other LAs. SEND awareness training delivered to Children's Social Workers January 2020 follow up NASEN workshop to be delivered 	<ul style="list-style-type: none"> At this stage the baseline is not in place, but actions are in train to ensure active progression. The impact of training, peer review and consideration of best practice will be evidenced through EHCP audits and feedback from young people and families. 	Embed Quality Assurance Framework
				9 months April 2020 Follow up workshop			




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	1.4.2	Embed the robust multiagency quality assurance framework to enable overview, challenge and scrutiny of EHC plans. From October 2019 the Quality Assurance Panel will evaluate the quality of EHCP outcomes against best practice [following on from the NASEN Training]	<ul style="list-style-type: none"> The Quality Assurance Framework will be embedded and used by all staff working on EHC plans. Parents and carers demonstrate confidence in the assurance framework 	6 months Commence evaluation of the quality of EHCP outcomes against best practice from October 2019	<ul style="list-style-type: none"> There was some slippage in implementing the Quality Assurance Framework, but action has been taken to ensure that the framework is now in place. The Education, Health and Care Plan (EHCP) Quality Assurance Framework was co-produced with SPCF representatives as part of a task and finish group. The QA Framework was developed using best practice research complied through the Council for Disabled Children. This was reviewed at the Co-production sub group meeting on 11th October 2019. The EHCP Quality Assurance Moderation Group has been re-established and will meet monthly to randomly sample 10 % of plans. Two EHCP Quality Assurance Moderation Group sessions held NW Regional Peer Review- 10th January and QA moderation meeting is on 13th January 2020. January 2020 extended the membership of the Quality Assurance Group 	<p>Evidence of Action</p> <ul style="list-style-type: none"> Development of the recently re-established SEND EHCP quality assurance moderation group A briefing report from the ECM SEND Workshop i <p>Impact</p> <ul style="list-style-type: none"> SEND EHCP quality assurance moderation group re-established – first meeting held As the framework embeds it is anticipated that feedback from young people and families will improve and one of the tools that we will use to assess this will be the parent/carer survey. The impact of the improvements in this area is yet to be widely felt by families, the parent carer survey will be one of the ways that we monitor impact as this will enable us to track this going forward. SEND Caseworkers have commenced peer reviews of plans 	<p>Over the next quarter we will begin to embed the Quality Assurance Framework.</p> <p>Findings from the sampling of plans will directly feed into practice to ensure the quality of outcomes are addressed and improved and where necessary remedial action taken.</p> <p>The sub group are considering a tiered approach to the audit of plans that will include internal audits and extend to North West peer to peer support.</p>



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<p>1.5 Parents are clear about the assessment process, quality assurance practices and involved in the production of EHCPs</p>	1.5.1	<p>Review As Is processes (referral, assessment, plan, review, appeal and tribunal) across the system and develop To Be processes. Identify and secure the resources required to implement the redesigned process including system development and staffing. Publish our processes and undertake a regular survey to provide assurance that parents and carers understand and are actively involved in our processes.</p>	<ul style="list-style-type: none"> • Our processes are joined up and understood by all stakeholders. • Results of surveys are analysed and demonstrate understanding of process and participation in the development of EHCPs 	See Action 4	<ul style="list-style-type: none"> • This is a longer-term action in the Improvement Plan and the Local Area is confident in achieving the outcome. • The Council and Health teams continue to review internal processes and have introduced several immediate changes including <ol style="list-style-type: none"> (1) Ensuring contact with all parents within the first 6 weeks of request for assessment (2) Complaints and Freedom of Information are now managed at a corporate level within the Strategic Support Unit and this has meant that the backlog of complaints is being addressed (3) Increasing the number of joint outcome meetings to co-produce plans (4) Co-production meetings are embedded at early years and expanding into the wider cohort • To improve understanding of processes parents are involved in co-production tasks including; decision making processes, review of paperwork and quality assurance and the production of a flowchart that clearly articulates the assessment process in a clear and coherent way. • The Local Area has focused on internal process reviews and has now commenced engagement with SPCF. 	<p>Evidence of Action</p> <ul style="list-style-type: none"> • A report demonstrating that the backlog of complaints is now being addressed <p>Impact</p> <ul style="list-style-type: none"> • Schools have seen an improvement in speed of response, increased visibility of SEND team in school setting and early years plans are in place. • The impact of the improvements in this area is yet to be widely felt by families, the parent carer survey will establish a baseline that will enable us to track this going forward. It is recognised that significant improvement is still required in this area and Council officers met with SPCF on 2nd December to agree the best approach working with them. • Analysed feedback from the parent carer survey will be used to establish a baseline and through future surveys the Local area will be able to demonstrate improvements in understanding of process and participation in the development of EHCPs. 	<p>Over the next quarter we will work with young people, parents and carers to redesign our processes.</p> <p>To inform the changes we will use the intelligence gathered as part of the parent carer survey to inform future changes.</p>

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1.6 To increase the use of Personal Health Budgets (PHB) as part of ECHPs	1.6.1	To develop a campaign to promote the use of PHBs as part of delivery of EHCPs	<ul style="list-style-type: none"> Increased satisfaction from parents, carers and young people as a personal health budget will increase their control and choice. Improve outcomes for young people 	18 months	<ul style="list-style-type: none"> This is a longer-term action in the Improvement Plan and the Local Area is confident in achieving the outcome. Initial discussions are underway to identify stakeholders for further discussions. CCG's report quarterly on Personal Health Budgets. The CCG is now seeking to procure specialist support for Children and Young People PHBs including SEND PHBs from the Midlands and Lancashire CSU. This is an agenda item for the CSU contracting meeting 19th December 2019. 	<p>Evidence of Action</p> <ul style="list-style-type: none"> Staff have attended Training around Personal Budgets. <p>Impact</p> <ul style="list-style-type: none"> Early discussions have now taken place - it is evident that there is a relatively small cohort of individuals for which a PHB package would be suitable 	Identify children and young people that would potentially benefit from having a PHB.

Action	KPI	Performance Measure	Frequency	Baseline 1st July 2019	Current Performance Dec 2019	DOT	Performance Target October 2019	Performance Target January 2020	Performance Target April 2020	Performance Target July 2020	Performance Target October 2020	Performance Target June 2021	Notes
							3 Months	6 Months	9 Months	12 Months	18 Months	24 Months	
Children and young people will an Education, Health and Care Plan achieve from their starting point at KS2 in Writing and Maths at least as well as their peers nationally	KPI 1/1	The percentage of Sefton children educated on an EHCP achieve the expected standard in KS2 Writing and Maths and is consistent with national averages.	Annually	National Average of 9%	3%. Despite the performance lagging the national average, there has been a 2% improvement on the previous academic year	Performance has improved on the previous period but remains below baseline & target.	 National Average	NA Academic attainment validated by October	NA Academic attainment validated by October	NA Academic attainment validated by October	National Average	NA Academic attainment validated by October	Nationally, 65% of pupils reached the expected standard in all of reading, writing and maths (combined) in 2019, up from 64% in 2018. 11% of pupils reached the higher standard in 2019, up from 10% in 2018. In Sefton 62% of pupils reached the expected standard in all of reading, writing and maths (combined) in 2019, down from 64% in 2018. 9% of pupils reached the higher standard in 2019, up from 8% in 2018. When we consider the performance for the children and young people with an Education, Health and Care Plan (EHCP) from their starting point at KS2 in writing and maths (to be at least as well as their peers nationally), the percentage of pupils who reached the expected standard in all of reading, writing and maths (combined) in 2019 was 3%, below the national average of 9%, but up from 1% in 2018.

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The Timeliness of new EHCPs will improve to within the statutory timescale of 20 weeks	KPI 1/2	From 01.06.19 % of EHCPs commenced will be completed within statutory timescales	Quarterly	Previous Performance 14% (2018) 3% (Q1 2019)	21.9%. The current performance has recovered from the 3% Baseline in April 2019 and remains on target for improvement.		14%	21.9% At year end	NA new statutory reporting period	NA new statutory reporting period	NA new statutory reporting period	NA new statutory reporting period	<p>Compliance with the statutory timescale of 20 weeks is improving month on month, at 9th December 2019, the number of plans finalised in the calendar year is 301, with 21.9% of them finalised within 20 weeks. There has been an upward trend in performance for the number of plans completed within 20 weeks, increasing from 8.7% in July 2019.</p> <p>Noticeably 60% of plans were completed within 20 weeks in November, but the overall performance is averaged to 21.9%.</p> <p>The backlog of requests identified in June 2019 has reduced significantly from 147 to 17, which are complex cases.</p>
	KPI 1/2a	% of New EHCPs commenced 01.01.20 completed within statutory timescales	Quarterly	NA	-		NA (relates to 2020 performance only)	44%	15%	25%	50% or national average whichever is the higher	75% or national average whichever is the higher	Performance for 2020 calendar year will be monitored, analysed and reported at the end of each calendar month 2020.
EHC Plans are reviewed within the statutory timescales	KPI3/1	% of EHCP Reviews completed Yr. 6 and Yr. 11	Quarterly	NA									

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	KPI 1/3	% of EHCP Reviews completed Yr6, Yr.9 and Yr. 11	Quarterly	National Expectation is 100%	TBC	Performance remains below baseline & target, but plans in place to action progress	 16%	55% complete	95%	95%	95%	95%	The Service is currently focused on identifying and planning for the review of children and young people with EHC plans (1) preparing for adulthood reviews, (2) attending a Sefton mainstream school or other institution and moving between key phases of education, and (3) those not attend a Sefton mainstream school or other institution, by the 15th February 2020 (Yr.6 cohort), 31st March 2020 (Yr.11 cohort) and the end of the academic year (Yr.9 cohort). 96 children and young people have been identified who are currently in NCY6 and will be moving between key phases of education in 2020.
	KPI 1/3a	All other EHCP reviews	Quarterly	National Expectation is 100%	TBC		 16%		48%	60%	16% (New academic year)	100%	There is slippage in this area. Recovery approach was shared with SENDCIB January 2020 The Service has begun the process of identifying all those children and young people aged 0 to 5, plus all those child or young people attends a school or other institution not moving between key phases who will be subject to a review within the next 12-month period. The LA will work with the schools and independent settings to ensure that reviews are scheduled and undertaken. A Baseline is to be established in January 2020.
The quality of Education, Health and Care plans is at least consistently good	KPI 1/4	% of EHCP audits assessed as at least Good (local measure)	Quarterly	NA	0.0%		Performance is not measured as the baseline is still to be established	 NA Training in September		Baseline plus 10%	Baseline plus 10%	Baseline plus 20%	Baseline plus 20%

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Completion rate of Health contribution to EHCPs within 6 weeks	KPI 1/5	% of EHCPs being completed in maximum of six weeks by Health from the date of request from the Local Authority *see code of practice for exemptions	Quarterly	6 weeks completion rate from 01.07.2019	100.0% Based on September data	Performance has improved on the previous period and is above target.	 100%	70%	85%	90%	95%	95%	Where the local authority has sent the request to the Health co-ordinators and the information has been returned, 90% of request were returned within the six-week time frame.
Quality of Health Information	KPI 1/6	% improvement in the quality of health information contained in EHCPs	Quarterly	NA	0.0%	Performance is not measured as the baseline is still to be established	 Establish baseline by 31st October 2019	NA	NA	80%	90%	95%	Slippage in this area as new processes will not be live until April 2020. Baseline will not be established until May 2020. Performance targets will be adjusted as part of recovery plan.

Action 2

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