

SEND Operational Leads - Action Plan Update – Dec 18

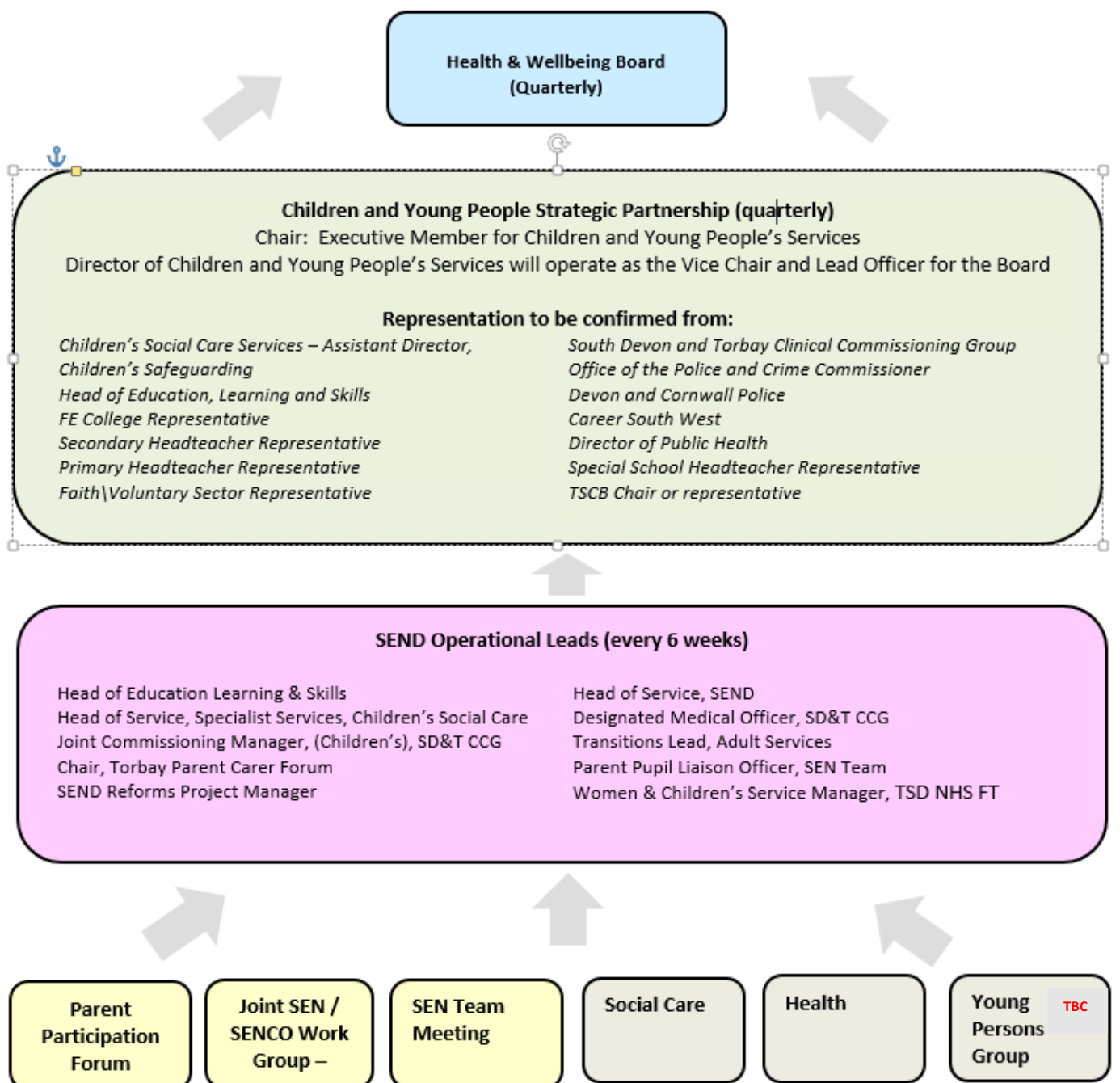
The SEND Strategy action plan was re-launched in May 18 with the purpose of delivering the key priorities outlined in the [Torbay SEND Strategy 2016-20](#). The SEND Operational Leads group is responsible for the delivery of the SEND Strategy Action plan.

Evidencing Progress

A SEND Ops lead has been allocated to each area of work with responsibility for providing a highlight report in advance of the 6 weekly SEND Operational Leads' meetings. The report details recent progress, actions planned for the next period and any barriers to progress that need to be addressed (risk / issues). The SEND project manager collates this information, and provides additional support to leads where required. The reporting structure for the SEND Action Plan and other SEND improvement work is detailed below:

SEND Governance Structure

The SEND Operational Leads group will escalate any issues / risks to the Children's Partnership Board with eventual accountability to the Health & Wellbeing Board. In addition to the SEND Strategy Action Plan, the SEND Operational Leads group addresses developments raised across the local area as illustrated.



SEND Operational Leads - Action Plan Update – Dec 18

The table below provides a brief update on the progress of the work so far and the next steps:

Priority 1: Integrated Agency Working Agencies will work together effectively to improve outcomes for children and young people with special educational needs and disabilities.			
Work Title	Work so far	Work in next period	Attachments/links
1.1 Clarify expectations of all partners for the EHC assessment process and ensure this is shared with all stakeholders -Matt Gifford	Since 1/11/18 all EHCP assessments go to a single point of contact (SPOC) in the MASH. Social Care now make an offer of assessment for all 'not known' or 'closed' social care cases. SEN information is recorded on PARIS. Interim health RSA process put in place. Early Identification of children with SEN process agreed and in place with health.	Health to provide SEN with a single point of contact for <u>all</u> health EHCP assessment advice that will be responsible for collating and providing information within timescales (this is currently handled by SEN Business Support) – <i>Feb 19</i> Annual Review notification processes to be implemented to improve the response to SENCo invites – SEND Ops Agenda 17/12/18. SEN and Social Care to jointly present expectations and EHCP to social care teams – <i>date tbc</i>	 Social Care SEND Process - V1.pdf  Provision of advice for Requests for Sta  Torbay early identification flowcl
1.2 Ensure that rigorous processes for monitoring and challenge are in place and drive service development -Dorothy Hadleigh / Matt Gifford, April Hopkins, Adrian Wells	Monthly multi agency EHCP audit process is in place since Dec 2017. Plan writer feedback shared with partners monthly to guide improvement work SEN Tracking process updated An escalation process now in place for late EHCP assessment advice.	Health and Social Care to develop and share processes for checking appendix quality and timeliness <u>before</u> returning EHCP assessment advice to the SEN Team. Health developing a KPI dashboard to enable tracking, escalation and more timely responses. Continued development of joint audit process.	 Torbay Scorecard - PORTRAIT - 17-12-18
1.3 Set up mechanisms for agreeing joint funded provision across EHC and pooled budgets for individual packages of care -Jo Hooper	Joint Funding Panel set up Terms of reference have been further amended and redrafted and agreed with a review date of April 2019. The panel have been unable to discuss individual packages due to some disagreements in current NHS policy and practice.	Escalation process to be agreed. Clarity to be achieved around all partners understanding of NHS use of the national Children's CHC Framework Tool. Agreement of a cohort of children whose health funding and/ or eligibility will be reviewed	 TJAP TOR V7 10.12.2018.docx

SEND Operational Leads - Action Plan Update – Dec 18



Priority 2: The Local Offer

Partners and service providers will meet the needs of children and young people with special educational needs and disabilities as part of the Local Offer.

Work Title	Work so far	Work in the next period	Attachments/links
2.1 Agree expectations and processes with partners for updating and publicising the local offer -Marianne Lewis	Substantial ongoing work by the SEN Officer responsible for the Local Offer to populate content over the last 2 years. Success story = Early Years Resource pages which is one of the top number of hits in the FIS directory. Education settings assigning editors to records to take responsibility for content.	Partners agencies to assign staff resources with responsibility for ensuring that local offer content is accurate and up to date. Continued efforts to publicise the local offer across all agencies.	http://fis.torbay.gov.uk
2.2 Develop pathways to ensure all stakeholders can feedback on the quality of local area services and any gaps – Marianne Lewis	Presentation given to service users and a route for feedback agreed Early Years Advisory Teacher agreed route to gather feedback from PVI settings and Childminders Monthly promotion agreed with parent groups	Collation of feedback to be shared with SEND Ops. Plan and implement social media marketing asking for feedback Ensure any feedback is shared with Commissioners.	

Priority 3: Joint Commissioning


Joint commissioning arrangements will contribute to the right services being in place for children and young people with special educational needs and disabilities within Torbay.

Work Title	Work so far	Work in the next period	Attachments/links
Agree a vision and specific objectives for joint commissioning of SEND services across EHC – Rachael Williams	Established the Torbay Children and Young People's Strategic Partnership (TCYPSP), reporting to Health and Well Being Board. Links to the TSCB, and progress to new Working Together 18 arrangements. Links to the Local Education Board	RW working with schools to obtain membership – meeting scheduled for 5/12/18 Strategic partners are nominating members – health / social care	SEND Report for Partnership Group  2018 11 14 SEND for Children and You Partnership ToR  Terms of Reference CYPSP.docx
Create and publicise a process for reaching joint commissioning decisions which references local offer feedback – lead tbc	Not started	Not started	

SEND Operational Leads - Action Plan Update – Dec 18





Priority 4: Co-Production

Clear co-production pathways will enable children, young people and parents to make a significant contribution to identifying and planning the local offer available to children and young people with special educational needs and disabilities.

Work Title	Work so far	Work in the next period	Attachments/Links
4.1 Agree a vision and specific objectives for co-production between CYP and local area partners – Carole Brierley	The Parent Forum have drafted a set of principles for co-production which are to be agreed with local area SEND partners	A set of principles for children and young people to be developed with young people.	 TORBAY PCF - engagement princip
4.2 Develop an action plan which will embed the views of CYP and their families in commissioning & service development – Marianne Lewis	This work will establish a route for embedding the coproduction principles outlined in 4.1 in service development work and day to day practice. Not started – further clarification needed		

Priority 5: Preparing for Adulthood



Young people moving into adulthood will be offered a variety of opportunities to help them realise their potential

Work Title	Work so far	Work in the next period	Attachments/links
Develop and implement a transition protocol between children's and adult services – Nicky Hooper	Following consultation with Adult and Children's Services staff, a protocol describing transition processes between Children and Adult Services has been drafted. The twice yearly Torbay Transition Board is in place and brings together professionals from Education, Health and Children and Adults Social Care to share case information and start planning from age 14 for those who are likely to require a service from Adult Services.	The draft protocol will be consulted on, finalised and shared with Children's Services and Adults staff.	 Torbay Transition Panel terms of refer
Keep the impact of education and care provision under review and ensure this informs commissioning – Rachael Williams / Matt Gifford / Lauren Wardle	Schools Forum tasked the LA and Education partners with evidencing positive outcomes for young people and value for money from Post 16 providers in Torbay A process to gather financial, attendance and outcomes data from Post 16 providers throughout the academic year has been put in place, starting September 17.	Information on the in-year outcomes achieved is being evaluated for the academic year 2017/18. A progress report with initial findings will be drafted for Schools Forum in the New Year. The data gathering and evaluation process itself is to be evaluated after the first complete data set (Sept 17 targets v Sept 18 outcomes)	 Post 16 Providers Contract Managem  Pathway template Blank.docx  Pathway Plan 2018-19 BLANK TEMI

SEND Operational Leads - Action Plan Update – Dec 18

Priority 5: Preparing for Adulthood (continued)

Young people moving into adulthood will be offered a variety of opportunities to help them realise their potential

Work Title	Work so far	Work in the next period	Attachments/links
5.3 Strategic Commissioning will improve transition between Children’s and Adult Services for children with Special Educational Needs and / or a Disability – Rachael Williams	Meeting of the Transition Board (Children and Adult Services senior management) to scope opportunities for Adult Services to invest in Children’s Services to reduce longer term costs. Draft Project initiation (PiD) document drawn up.	PiD to be finalised and action plan drawn up by Adult Services.	Draft PiD  2018 11 13 version 2 PID.docx  2018 10 17 Terms of Reference for Transi

If you would like to provide feedback on any of the information contained within this update or request further information please contact Matthew.Gifford@torbay.gov.uk (Project Manager).