

# SEND Operational Leads - Action Plan Update – June 19

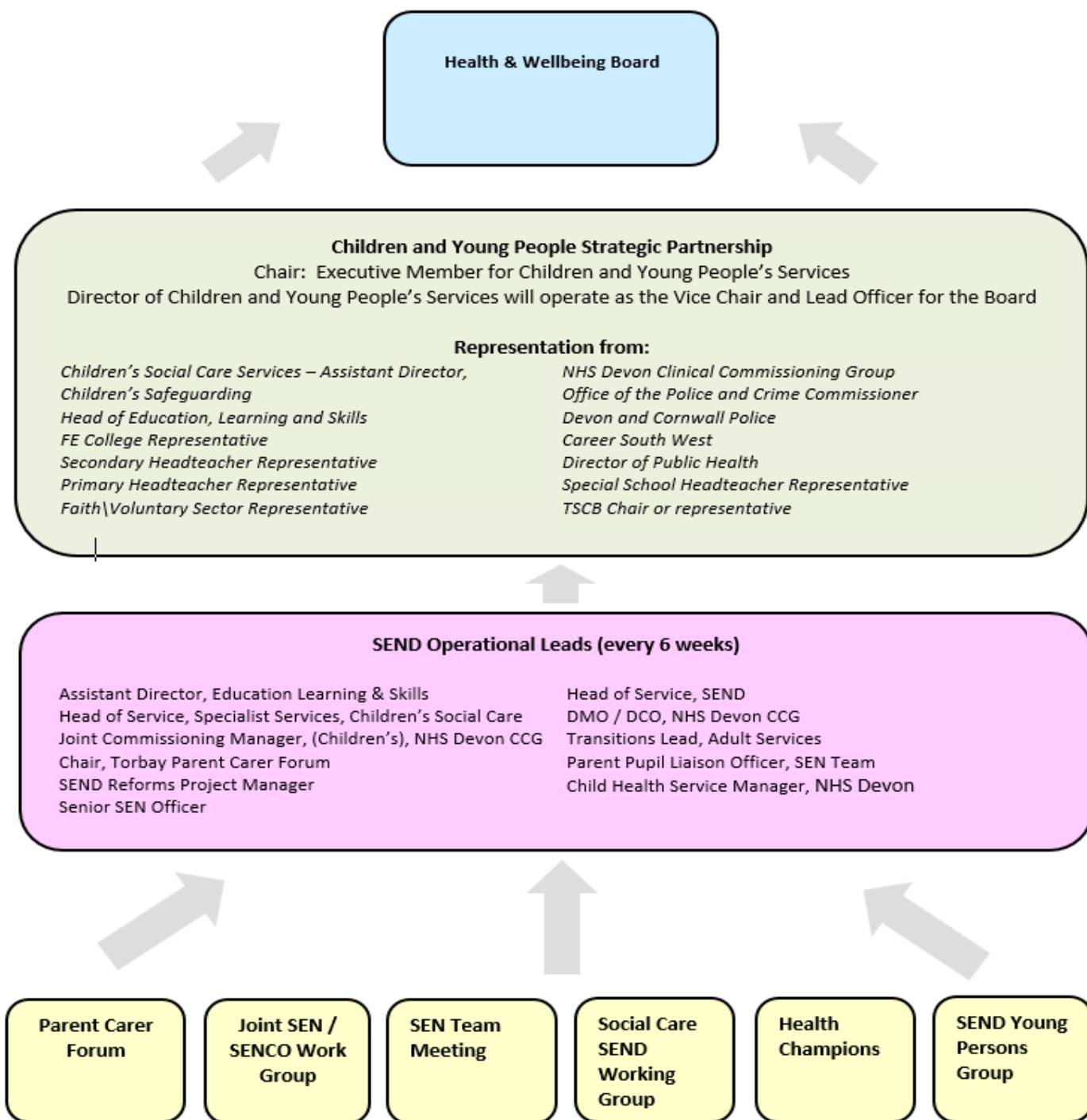
The SEND Strategy action plan was re-launched in May 2018 with the purpose of delivering the key priorities outlined in the [Torbay SEND Strategy 2016-20](#). The SEND Operational Leads group is responsible for the delivery of the SEND Strategy Action plan.

## 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 issues and 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.



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The table below provides a brief update on the progress of the work since **Dec 2018** and the next steps:

<b>Priority 1: Integrated Agency Working</b>			
Agencies will work together effectively to improve outcomes for children and young people with special educational needs and disabilities.			
<b>Work Title</b>	<b>Work in this period</b>	<b>Work in next period</b>	<b>Attachments/links</b>
<p>1.1 Clarify expectations of all partners for the EHC assessment process and ensure this is shared with all stakeholders <b>-Matt Gifford</b></p>	<p>Health now have a single point of contact (SPOC) for all SEN Team requests for EHCP assessment advice. The SPOC is responsible for identifying which health teams support a child and will contact them to obtain a completed assessment of need to inform the Education, Health and Care plan (EHCP).</p> <p>The SEN Team are providing training sessions to health and social care teams to reinforce professionals understanding of the EHC assessment requirements.</p> <p>Early Identification of children with SEN - process published</p>	<p>Annual Review (AR) notification process to be agreed to improve the response from partners. The AR is hosted by education institutions and is reliant on current information from partners to provide a rounded assessment of the young person’s need, provision required and progress against targets. Feedback from SENCOs reflects that this is an area for development.</p> <p>Health are coordinating a regional development of an EHCP reporting template for GPs.</p> <p>Recording expectations need to be agreed with partners for the final EHCP.</p>	<p> Health response to RSA process - Jan 19</p> <p> YOUR Contribution Social Care.pptx</p> <p> Torbay early identification flowcl</p> <p><a href="#">Early Identification</a></p>
<p>1.2 Ensure that rigorous processes for monitoring and challenge are in place and drive service development <b>-Dorothy Hadleigh / Matt Gifford, Simon Dunn, Adrian Wells</b></p>	<p>Health have set up a SEND Champions group to develop quality assurance processes.</p> <p>The Clinical Commissioning Group (CCG) has appointed a Designated Clinical Officer (DCO) to support improvement work at case and strategic levels.</p> <p>Health continue to take an active part in the SEND audit process and the learning from this is starting to be reflected in EHCPs.</p>	<p>Social Care and Health to develop and share processes for checking appendix quality and timeliness before returning EHCP assessment advice to the SEN Team.</p> <p>Health developing a KPI dashboard to enable tracking, escalation and more timely responses.</p> <p>Social Care to identify resource for the SEND audit process</p>	<p><i>ToR Health Champions awaiting ‘sign off’</i></p>
<p>1.3 Set up mechanisms for agreeing joint funded provision across EHC and pooled budgets for individual packages of care <b>-Jo Hooper</b></p>	<p>-The panel is now in process and discussing individual care packages.</p> <p>-Training has been agreed to support the SEN Team with using the CHC framework tool, to avoid delays due to incomplete information.</p> <p>-CCG has increased its nurse assessor resource to improve timeliness of CHC Decision Support Tool assessments and therefore decision-making.</p>	<p>-CHC framework tool training to be arranged with social care.</p> <p>-Dynamic tracker to be produced by Torbay Council and utilised to ensure the panel considers real time information.</p> <p>-By Dec 19, all historically funded complex care health funded children will have an up to date CHC assessment.</p>	<p> TJAP TOR V7 10.12.2018.docx</p>

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### 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 in this period	Work in the next period	Attachments/links
2.1 Agree expectations and processes with partners for updating and publicising the local offer  -Marianne Lewis	<p>More detailed information added about post 16 educational provision.</p> <p>Improved information about alternative educational provision.</p> <p>Ongoing addition of relevant videos to records such as <a href="#">SEND Tribunal Record</a></p>	<p>Partner agencies to assign staff resources with responsibility for ensuring that local offer content is accurate and up to date.</p> <p>Continued efforts to publicise the local offer across all agencies.</p>	<a href="http://fis.torbay.gov.uk">http://fis.torbay.gov.uk</a>
2.2 Develop pathways to ensure all stakeholders can feedback on the quality of local area services and any gaps – Marianne Lewis	Parental feedback from the local offer and EHCP questionnaires has been published on the site and shared with SEND Ops.	This work package will link to the work in 4.2 to improve the quantity and quality of information gathered from young people and ensure that it links to commissioning.	<a href="#">Link to feedback</a>

### 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 in this period	Work in the next period	Attachments/links
Agree a vision and specific objectives for joint commissioning of SEND services across EHC – Rachael Williams	<p>Work has been conducted by Public Health to investigate the demand for both our CLA and SEND population. The board is due to hear these findings at our next meeting in May.</p> <p>Group membership established with representatives from all partner agencies.</p>	Evaluation of the Public Health report and formulation of an action plan.	<p>SEND Report for Partnership Group</p>  <p>2018 11 14 SEND for Children and Yo</p> <p>Partnership ToR</p>  <p>Terms of Reference CYPSP.docx</p>
Create and publicise a process for reaching joint commissioning decisions which references local offer feedback – lead tbc	<p>Not started</p> <p>The work in this work package is linked to actions determined by 3.1.</p>	Not started	

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### 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 in this period	Work in the next period	Attachments/Links
4.1 Agree a vision and specific objectives for co-production between CYP and local area partners – <b>Carole Brierley</b>	Education, Health and Care partners have signed up to a set of principles for co-production with parents of young people with SEND.	Work with the SEND Operational Leads to monitor the implementation of these principles in service development work.	 TORBAY PCF - engagement princip
4.2 Develop an action plan which will embed the views of CYP and their families in commissioning & service development – <b>Hannah Spencer</b>	Focusing on the work of the SEN Team. Letters and communication have been revised to reflect positive messages in line with recent DfE advice.  A project brief has been agreed to set up a young person's SEND group in Torbay to enable co-production. Partners' have agreed in to support this.	A 'kick-start' event to share the objectives of a young person's group and to raise interest in forming a group.	 Initial Project Brief - Embedding participi

### 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 in this period	Work in the next period	Attachments/links
Develop and implement a transition protocol between children's and adult services – <b>Nicky Hooper</b>	A transition protocol has been published. The purpose of this protocol is to describe how children's services (Torbay Council) and Adult Services (Torbay and South Devon NHS Foundation Trust) will work together to ensure that the young person and their family (or carer's) have a positive experience through the transitions process.	Raise aware of the protocol within Children's Services and monitoring the impact. Children's Services will need to facilitate this.	<a href="#">Link to protocol</a>   Torbay Transition Panel terms of refer
Keep the impact of education and care provision under review and ensure this informs commissioning – <b>Rachael Williams / Matt Gifford / Laureen Wardle</b>	-Schools Forum received evidence that the Post 16 outcomes monitoring process was developing successfully. - Schools Forum agreed that the information requirements from Post 16 providers should be written into future contracts. -72% of Post 16 students continuing in education from 17-18 to 18-19 were progressing to a higher level. -84% of Post 16 students' data received for 18-19.	Post 16 task group is meeting to refine the process ready for the next academic year.	 Schools Forum Report - 7th March.c

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### 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 in this period	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 – <b>Rachael Williams</b>	<p>A jointly funded dedicated commissioner has been recruited by the board to implement this work.</p> <p>The Transition Board met on 18<sup>th</sup> April 2019, this was the first meeting for the newly appointed Commissioner.</p> <p>The Board agreed the scope of work for the commissioner and defined the three key groups that would form part of the commissioning work.</p> <p>The Board agreed to address the data issues that previously existed in order to identify children and young people requiring support.</p> <p>In addition the board considered an options appraisal on the lodgings and housing requirements of our 16 – 25 cohort that will need to be in supported accommodation.</p>	PiD to be finalised and action plan drawn up by Adult Services.	 <p>2018 10 17 Terms of Reference for Transi</p>

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](mailto:Matthew.Gifford@torbay.gov.uk) (Project Manager).

Previous updates can be viewed online at [www.torbay.gov.uk/send-updates](http://www.torbay.gov.uk/send-updates)