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SOUTHEND-ON-SEA CITY COUNCIL

People Scrutiny Committee

Date: Tuesday, 15th March, 2022
Time: 6.30 pm
Place: Council Chamber - Civic Suite

Contact: S. Tautz (Principal Democratic Services Officer)

Email: committeesection@southend.gov.uk

AGENDA

- 1 Apologies for Absence
 - 2 Declarations of Interest
 - 3 Questions from Members of the Public
 - 4 Minutes of the Meeting held on 8 February 2022 (Pages 1 - 6)
- **** **ITEMS CALLED IN/REFERRED DIRECT BY CABINET - 22 FEBRUARY 2022**
- None
- **** **ITEMS CALLED-IN FROM THE FORWARD PLAN**
- None
- **** **ITEMS FOR PRE-CABINET SCRUTINY**
- None
- **** **OTHER SCRUTINY MATTERS**
- 5 **SEND Peer Review** (Pages 7 - 16)
Report of Executive Director (Children and Public Health) attached.
 - 6 **Joint In-Depth Scrutiny Project 2021/22**
To receive an update on the progress of the joint in-depth scrutiny project for 2021/22.

TO: The Chair & Members of People Scrutiny Committee:

Cllr L Salter (Chair), Cllr H Boyd (Vice-Chair), Cllr B Beggs, Cllr M Berry, Cllr J Courtenay, Cllr T Cowdrey, Cllr A Dear, Cllr K Evans, Cllr D Garne, Cllr B Hooper, Cllr J Lamb, Cllr A Line, Cllr K Mitchell, Cllr I Shead, Cllr M Stafford, Cllr A Thompson

Co-opted members

Church of England Diocese

Fr Jonathan Collis (Voting on Education matters only)

Roman Catholic Diocese

VACANT (Voting on Education matters only)

Parent Governors

(i) VACANT (Voting on Education matters only)

(ii) VACANT (Voting on Education matters only)

Southend Association of Voluntary Services

K Jackson (Non-Voting)

Healthwatch Southend

O Richards (Non-Voting)

Southend Carers Forum

T Watts (Non-Voting)

Observers

Southend Youth Council

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of People Scrutiny Committee

Date: Tuesday, 8th February, 2022

Place: Council Chamber - Civic Suite

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Present: Councillor L Salter (Chair)
Councillors H Boyd (Vice-Chair), B Beggs, M Berry, J Courtenay, T Cowdrey, T Cox*, K Evans, D Garne, B Hooper, A Line, K Mitchell, J Moyies*, I Shead, M Stafford and P Wexham*

*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors L Burton, A Jones, C Nevin (Cabinet Members), T Watts (Southend Carers Forum), O Richards (Healthwatch Southend) (Co-opted Members), S Kebbell (Southend Youth Council (Observer)), T D'orsi, H Farmer (NHS Southend Clinical Commissioning Group), P Johnson, S Delve (Southend SEND Independent Forum), J Chesterton, T Forster, P Grout, E Helm, A Kubeyinje, B Leigh, M Marks, S Tautz and J Williams

Start/End Time: 6.30 pm - 9.50 pm

669 Apologies for Absence

Apologies for absence were received from Councillor A Dear (Substitute: Councillor T Cox), Councillor J Lamb (Substitute: Councillor J Moyies) and Councillor A Thompson (Substitute: Councillor P Wexham).

670 Declarations of Interest

The following interests were declared at the meeting:

(a) Councillors L Burton, A Jones and C Nevin (Cabinet Members) - Interest in the called-in items; attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011.

(b) Councillors L Burton, A Jones and C Nevin (Cabinet Members) - Interest in the referred items; attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011.

(c) Councillor L Salter - Agenda Item 7 (Community Children's Services – South-East Essex) - Husband is a consultant surgeon at Southend Hospital; Daughter is a consultant at Basildon Hospital; Son-in-law is a general practitioner in the Borough - non-pecuniary interest.

(d) Councillor B Beggs - Agenda Item 6 (SEND Peer Review) - Family member has special educational needs and disabilities - non-pecuniary interest.

(e) Councillor T Cox - Agenda Item 6 (SEND Peer Review) - Family member has special educational needs and disabilities and is in receipt of an Education, Health and Care Plan - non-pecuniary interest.

(f) Councillor T Cowdrey - Agenda Item 4 (Draft Prioritising Resources to Deliver Better Outcomes 2022/23- 2026/27) - Primary carer for service user and involved in negotiating service complaints - non-pecuniary interests.

(g) Councillor B Hooper - Agenda Item 6 (SEND Peer Review) - Director of Blade Education, a not-for-profit company that works with local SEND children - non-pecuniary interest.

(h) Councillor L Burton - Agenda Item 6 (SEND Peer Review) - Employed as a teacher at a school outside the Borough - non-pecuniary interest.

(i) Councillor C Nevin - Agenda Item 7 (Community Children's Services – South-East Essex)- Employed at external National Health Service Trust; Family members employed at Mid and South-Essex Trust hospitals - non-pecuniary interests.

671 Questions from Members of the Public

The Committee noted the responses of the Cabinet Member for Children and Learning and the Cabinet Member for Communities and Housing, to questions submitted by Mr David Webb, which would be sent to Mr Webb as he was not present at the meeting.

672 Minutes of the Meeting held on 30 November 2021

Resolved:

That the minutes of the meeting of the Committee held on 30 November 2021 be confirmed as a correct record and signed.

673 Draft Prioritising Resources to Deliver Better Outcomes – 2022/23 to 2026/27

The Committee considered Minute 605 of the meeting of the Cabinet held on January 2022, which had been referred directly to each of the scrutiny committees, together with a report of the Executive Director (Finance and Resources) presenting the draft prioritising resources to deliver better outcomes for 2022/23 to 2026/27.

Resolved:

That the following decisions of the Cabinet be noted:

“1. That it be noted that the final version of the updated Financial Sustainability Strategy 2022-2032 will be available for consideration in February 2022 (Appendix 1 to the submitted report).

2. That it be noted that a Medium Term Financial Strategy for 2022/23 – 2026/27 will be available for consideration in February 2022 and the draft Medium Term Financial Forecast and estimated Earmarked Reserves Balances up to 2026/27 (Annexes 1 and 2 to Appendix 2 to the submitted report), be endorsed.

3. That the draft Section 151 Officer's statement on the robustness of the proposed budget, the adequacy of the Council's reserves and the Council's Reserves Strategy (Appendix 3 to the report), be noted.

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4. That the appropriation of the sums to earmarked reserves totalling £2.675M (Appendix 4 to the report), be endorsed.

5. That the appropriation of the sums from earmarked reserves totalling £4.494M, which includes £2.500M that was previously approved to support the budget in 2021/22 and is now requested to be used to support the estimated budget gap for 2022/23 instead. (Appendix 4 to the report), be endorsed.
6. That a General Fund Budget Requirement for 2022/23 of £140.288M and Council Tax Requirement of £91.844M (Appendix 5) and any required commencement of consultation, statutory or otherwise, be endorsed.
7. That it be noted that the 2022/23 revenue budget has been prepared on the basis of using £1.5 million from accumulated Collection Fund surpluses for the core budget to allow for a smoothing of the budget gap across the next four financial years.
8. That a Council Tax increase of 3.99% for the Southend-on-Sea element of the Council Tax for 2022/23, being 1.99% for general use and 2.0% for Adult Social Care, be endorsed.
9. That it be noted that the position of the Council's preceptors is to be determined:
 - Essex Police – no indication of Council Tax position
 - Essex Fire & Rescue Services – no indication of Council Tax position
 - Leigh-on-Sea Town Council – proposed Band D precept increase of 0.53%;
10. That no Special Expenses be charged other than the Leigh-on-Sea Town Council precept for 2022/23, be endorsed.
11. That the proposed General Fund revenue budget investment of £13.672M (Appendix 6 to the report), be endorsed.
12. That the proposed General Fund revenue budget savings and income generation initiatives for 2022/23 of £5.087M (Appendix 7 to the report), be endorsed.
13. That the proposed future outline Budget Transformation Programme 2023/24 – 2026/27 (Appendix 8 to the report), be noted.
14. That the proposed range of fees and charges for 2022/23 (Appendix 9 to the report), be endorsed.
15. That the Dedicated Schools Grant budget and its relevant distribution as recommended by the Education Board (Appendix 10 to the report), be endorsed.
16. That the Capital Investment Strategy for 2022/23 to 2026/27 (Appendix 11 to the report) and the Capital Investment Policy (Annex 1 to Appendix 11 to the report), be endorsed.
17. That the new schemes and additions to the Capital Investment Programme for the period 2022/23 to 2026/27 totalling £12.6M for the General Fund (Appendix 12 to the report) and new schemes subject to viable business cases totalling £33.9M (£15.5M for the General Fund and £18.4M for the Housing Revenue Account) (Appendix 12 to the report), be endorsed.
18. That the proposed changes to the current Capital Investment Programme that were considered for approval as part of the Resourcing Better Outcomes – Financial Performance Report – Period 8 (Appendix 13 to the report), be noted.
19. That the proposed Capital Investment Programme for 2022/23 to 2026/27 of £119.8M to be delivered by the Council and £51.3M to be delivered by Subsidiary

Companies, Partners and Joint Ventures (Appendix 14 to the report) of which £51.1M is supported by external funding, be endorsed.

20. That the Minimum Revenue Provision (MRP) Policy for 2022/23 (Appendix 15 to the report) and the prudential indicators (Appendix 16 to the report), be endorsed.

21. That the operational boundary and authorised limits for borrowing for 2022/23 are set at £385M and £395M respectively (Appendix 16 to the report), be endorsed.”

Note: This is an Executive Function, save that approval of the final budget following Cabinet on 15 February 2020 is a Council Function

Cabinet Members: Councillors I Gilbert and P Collins

674 SEND Peer Review

The Committee considered Minute 606 of the meeting of the Cabinet held on 13 January 2022, which had been referred directly to the Committee for scrutiny, together with a report of the report of the Executive Director (Children and Public Health) presenting the findings and recommendations from the Local Government Association (LGA) Independent Peer Review into Special Educational Needs and Disabilities and Children with Disability services, which also set out the proposed actions to be taken by the Council to drive necessary change in order to improve services to residents and families.

The Executive Director (Children and Public Health) undertook to provide a written response to questions raised by members of the Committee, with regard to the current level of completion of training by members of the Council in respect of the challenges of working with residents with SEND issues and awareness of the Education, Health and Care Plan (EHCP) process.

Resolved:

1. That the following decisions of the Cabinet be noted:

“1. That the Local Government Association Independent Peer Review Report, be noted.

2. That the recommendations made by the LGA Peer Review Team, as set out in Appendix 1 to the submitted report, be accepted.

3. That the Implementation Plan in response to the recommendations in the LGA Peer Review, as set out at Appendix two to the report, be approved.

4. That the matter be referred to the People Scrutiny Committee for consideration.”

2. That a report be made to the next meeting of the Committee setting out progress on the delivery of the Implementation Plan, on the basis of the RAG (Red, Amber, Green) status of each action.

3. That the Cabinet Member for Children and Learning consider how the reference in the Peer Review report, that the route to the Children with Disabilities Team through a safeguarding ‘lens’ is not always appropriate, could be addressed within Recommendation 7 (Threshold of Need Document) of the Implementation Plan.

4. That the Committee review options for the possible establishment of a Working Group to support the delivery of the Implementation Plan, at its next meeting.

Note: This is an Executive Function

Cabinet Member: Councillor L Burton

675 Community Children's Services - South-East Essex

The Committee considered a report of the NHS Alliance Director and Interim Director for Children and Young People and Learning Disabilities, with regard to the current position and proposed arrangements for the transfer of Southeast Essex Community Children's services currently provided by Mid and South Essex NHS Foundation Trust within the Lighthouse Child Development Centre, to Essex Partnership University NHS Foundation Trust.

Resolved:

1. That the planned transfer of service provision for Southeast Essex Community Children's Services to Essex Partnership University NHS Foundation Trust during March 2022, be noted.
2. That the plans to commence on a co-design programme to further transform Community Children's Services across Mid and South Essex Health Care Partnership Integrated Care System, be noted.
3. That it be noted that the System Leadership Executive Group have identified Children and Young People as one of the top three priority areas for the Mid and South Essex Integrated Care System.
4. That an update on the transfer of service provision for Southeast Essex Community Children's Services be made to the Committee in July 2022.

Note: This is a Scrutiny Function

676 Children's Services Improvement Board

The Committee received a presentation by the Executive Director (Children and Public Health), that provided a six-monthly update on the work of the Children's Services Improvement Board.

The Executive Director (Children and Public Health) undertook to provide a written response to questions raised by members of the Committee, with regard to the current number of Looked-After Children that have special educational needs and disabilities.

Resolved:

1. That the current work programme and progress of the Children's Services Improvement Board, be noted.
2. That the presentation made by the Executive Director (Children and Public Health) on the work of the Children's Services Improvement Board be circulated to all members of the Committee.
3. That future updates on the work of the Children's Services Improvement Board be made to the Committee on the basis of a presentation by the Executive Director (Children and Public Health).

Note: This is an Executive Function
Cabinet Member: Councillor L Burton

677 Joint In-Depth Scrutiny Project 2021/22

The Committee was advised of current progress with regard to the joint in-depth scrutiny project for 2021/22.

Councillors noted that the project had recently been delayed and that, as a result, the Project Team had requested that the work programme activity around Officer/Councillor Engagement, be reviewed to reflect that such aspects of the project could be aligned with the separate work taking place to implement the actions arising from the review of the Member/Officer Protocol. The Committee was informed that the Project Team had recently received a presentation on the current performance of the 'Councillor Queries' portal and plans for its development and had also asked to receive a presentation in respect of appropriate member casework management systems that could be considered by the Council.

Resolved:

That the report be noted.

Note: This is a Scrutiny function

Chair: _____

Southend-on-Sea City Council

Report of Executive Director (Children and Public Health)

to

People Scrutiny Committee

on

15th March 2022

Report prepared by Brin Martin, Director of Education
and Early Years

Agenda
Item No.

5

Reference from People Scrutiny Committee 8th February 2022
LGA SEND and CWD Peer Review Implementation Plan progress tracking

People Scrutiny Committee
Cabinet Member: Councillor Laurie Burton
Part 1 (Public Agenda Item)

1. Purpose of Report

This report follows a commitment at the People Scrutiny Committee (8th February 2022) to provide the People Scrutiny meeting on 15th March 2022 a detailed track of progress against the 15 Peer Review recommendations made in the LGA peer review report of December 2001.

The progress tracking sheet indicating both the current status of each action at the time of writing, and commentary on the original actions and subsequent actions that have been undertaken is attached as Appendix 1.

2. Recommendations

- 2.1 People Scrutiny Committee is asked to note the progress made against the actions for each of the 15 recommendations in the implementation plan

3. Background

- 3.1 Following the publication of the SEND and CWD LGA Peer Review Report in December 2021, along with the associated implementation plan, the plan was approved by Cabinet on 13th January 2022, and subsequently discussed at People Scrutiny Committee on 8th February 2022. At that meeting the implementation plan was discussed and a commitment given to return to the next scrutiny committee with a detailed update on the delivery of that plan. In addition, as agreed by Cabinet in January 2022, the implementation of the plan, following the LGA review will also be scrutinised at the Children's Services Improvement Board, which is next scheduled to meet on 29th March 2022.
- 3.2 Appendix one contains a high-level summary of the actions taken against each of the recommendations, taken from the original implementation plan. For each action, an indication of the progress (at the time of writing (dated in footer)) is given to indicate whether the action is completed, on track to be delivered by the agreed deadline, or flagging up a possible delay to implementation. In

addition, dated commentary of progress against each of the original actions, and any subsequent actions felt necessary has been included. Where the recommendation has been met in full, this has also been indicated.

4 Summary of progress tracking (appendix one)

4.1 Each of the recommendations made and adopted from the peer review have been broken down into actions, with an indicative timescale against the original timelines added. In addition, a brief commentary against each action has been included.

4.2 Each sub-action is calibrated using professional judgement on the progress made to implement the action. The following key is used:

4.2.1 If the action has been successfully implemented in full by the deadline then it is marked in blue as completed; if the action is on track to be met by the agreed deadline, but that date has not yet been reached it is marked in green as fully on track; if there is delay to the implementation due to slippage, or it is not likely to be met by the deadline it is marked in red. Lastly several actions are left unhighlighted. This could be for a number of reasons: that an agreed implementation date is awaiting confirmation (at the time of writing); or that the action is contingent upon external matters such as the publication of the SEND green paper for example.

4.3 At the time of drafting this report (in preparation for dispatch of papers for scrutiny on 15th March) progress has been made in all areas of the 15 recommendations and a significant number of the actions.

4.3.1 Approximately 38% (32) of the actions have been implemented in full (grey)
46% (39) of the actions are fully on track to be met by the agreed deadline (green)
16% of the actions (15) have yet to be finalised in terms of timelines, but are not considered to be at risk
0% (0) are red

4.4 Further updates will be provided at subsequent scrutiny meetings

5. Other Options

Not relevant

6. Reasons for Recommendations

To allow scrutiny committee to consider the progress against implementing the implementation plan in detail.

7. Corporate Implications

7.1 Contribution to the Southend 2050 Road Map
Opportunity and Prosperity and Safe and Well

- 7.2 Financial Implications
Due consideration will be given to the report and its recommendations.
- 7.3 Legal Implications
In addition to the scrutiny undertaken as part of the initial OFSTED/CQC revisit, and the particular focus of areas of the peer review, the team were asked to consider any legal implications of this work during the review.
- 7.4 People Implications
None
- 7.5 Property Implications
None
- 7.6 Consultation
N/A
- 7.7 Equalities and Diversity Implications
N/A
- 7.8 Risk Assessment
N/A
- 7.9 Value for Money
N/A
- 7.10 Community Safety Implications
N/A
- 7.11 Environmental Impact
N/A
- 8. Background Papers**
None
- 8. Appendices**
Appendix one, LGA Peer review report (December 2021) recommendations implementation plan progress sheet

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SEND Peer Review Recommendations, Progress Sheet

No	Recommendation (short)	Summary actions (prom the implementation plan)	Current commentary as of date in footer Additional action steps added into commentary
1	Portfolio Holder (PFH) sample casework	1. PFH orientation in system	<ul style="list-style-type: none"> PFH awareness session with HOS completed on 17th February 2022
		2. Establish access to files/samples Jan	<ul style="list-style-type: none"> Initial sample files share with PFH, orientation session provided and QA template (17/2)
		3. PFH undertakes first review of a sample of case files Jan	<ul style="list-style-type: none"> First sample of cases reviewed 17th February 2022
		4. PFH samples files on quarterly basis Feb onwards	<ul style="list-style-type: none"> Report from PFH on initial sample findings on agenda for CSIB on 29/3 Subsequent ¼ report scheduled, next 20/7
2	Training for scrutiny and challenge of SEND	1. Needs analysis undertaken with all elected members (current Councillors Feb/new Councillors July)	<ul style="list-style-type: none"> Needs analysis and sign up distributed to all Councillors 18/2, deadline for return 28/2 7 Councillors returned forms
		2. Incremental training programme devised in conjunction with member services March	<ul style="list-style-type: none"> Initial orientation event planned, date confirmed as 28/3 Subsequent training event will be designed/commissioned following the return of the needs analysis. Analysis planned 1/3. Date for subsequent training session scheduled for 27/4
		3. Training delivery confirmed March	<ul style="list-style-type: none"> Dates confirmed for L1&L2. Intention to run both following the May elections
		4. Regular programme of training established on a rolling programme April/July	<ul style="list-style-type: none"> To be confirmed via democratic services
3	Refresh the draft SEND Strategy	1. Current content fully reviewed Feb	<ul style="list-style-type: none"> Action planning sessions with partnership completed, now forming part of the action plan that will support the strategy Feb
		2. Co-production from student voice commissioned Feb	<ul style="list-style-type: none"> Meeting with pupils rearranged Feb
		3. Parent groups initial consultation March	<ul style="list-style-type: none"> Dates for meeting with parent groups confirmed relating to content and format Feb
		4. Consultation with C&YP planned April	<ul style="list-style-type: none"> Dates for meeting confirmed Feb
		5. Format/scope of revised strategy confirmed April	<ul style="list-style-type: none"> To be agreed as a result of "consultation" meetings (3.3 above)
		6. Strategy for adoption by appropriate governance in place May	<ul style="list-style-type: none"> Currently researching the required formal governance route and the formal consultation process necessary
		7. SBC cabinet sign off new strategy July	<ul style="list-style-type: none"> Strategy added to forward plan Feb
4	Increase the pace of support and challenge to schools in the graduated response *intention is to merge 4&6	1. Southend Shared Expectations/SEND provision guidance document simplified and promoted May	<ul style="list-style-type: none"> Series of coproduction workshops with area and professionals from health, education and social care taken place Jan 10% sample of school SEN information reports and compliance undertaken Jan Coproduced Southend SEND Self Evaluation and Review guidance drafted Feb 21st Wider consultation on draft at SENCO cluster meetings 1/3/22 City SENCO meetings focus on school information report and schools LO 27/4 All subsequent school reviews will be based upon new guidance

	Clear system wide understanding of the graduated response *intention is to merge 4&6	2. Parent step by step guide for universal offer (all children; pre SEN Support; SEN Support to EHCP)	<ul style="list-style-type: none"> Meetings taken place with Parent carer Forum) PCF on coproduction of "guide" Jan-Feb Meeting with PCF 9/3/22 to determine engagement with wider parent groups and families Series of deep dives to be undertaken in settings March Focus groups with children, families and professionals "what is important to you" to be completed by Easter Step by step guide published June Accessible format to be devised with C&YP
6		3. Schools engaged and active in improving wider inclusion project June	<ul style="list-style-type: none"> Inclusion to be taken through Education Board Governance starting on 9/3
		4. Incorporate the new continuum of need at SEN support when published by the DfE later in 2022	<ul style="list-style-type: none"> Sense check against Green paper only possible when published and finalised
12 6a	*Reduce the number of "refusal to assess" at initial stages of EHCNA decision	1. Review undertaken of data and process mapping for panel assessment and procedures March	<ul style="list-style-type: none"> NB the peer review team worked off 2020 date (48% Do Not Assess (DNA). The recent SEN2 submission to the DfE for 2021 indicates the DNA has significant reduced to 35%. It was disappointing that the peer review were not able to take account of this measure. This significant reduction places up below our regional neighbours, and was a result of the changes made by the SEND team following OFSTED (2028) and prior to peer review. It should also be remembered that the peer review regarded positively the processes, administration, robustness of the multi agency panel during the review week
		2. Clear guidelines produced for pre panel evidence gathering and expectations April	<ul style="list-style-type: none"> A fully analysis of the reasons for DNA was submitted to SEND governance in Dec 21, and the process changes that had already been put in place SENDIASS/SIFF information event planned for 22/3 SEND team offer "way forward" meetings to all remaining DNA
		3. Process reinforced to commission/secure missing evidence ahead of panel with relevant stakeholders April	<ul style="list-style-type: none"> The systems put in place to secure evidence ahead of the meeting are now proving more effective require and prompt evidence to be made available ahead of panel. Previously the absence of evidence could only result on DNA.
		4. Processes made clear to schools and parents May	<ul style="list-style-type: none"> Draft guidance presented to SEND governance in Dec 21 Subsequent finalised guidance due to be signed off April 22
5	Develop clear timescales and outcome measures for the joint commissioning roadmap	1. Roadmap reviewed and revised to include clear timelines and outcomes march	<ul style="list-style-type: none"> Meeting with PCF planned for March 11th Roadmap redesigned and formatted, to be populated with forward plan following parent meeting post March 11th Roadmap draft ready April Format shared with PCF and approved Feb Format signed off by SEND Governance Feb

		2. Roadmap signed off by SSSPB/Joint Commissioning Board April	<ul style="list-style-type: none"> Relevant parts of roadmap (accepting influence of strategy consultation) on agenda for governance in April Live link to most current roadmap will be live on LO by May
		3. Accelerate Progress Plan (DfE/NHSE) meetings report progress in joint commissioning quarterly wef Jan 2022	<ul style="list-style-type: none"> DfE/NHSE monitoring meeting 21st March (deferred by DfE/NHSE from Jan) Weekly dialogue with DfE taking place with SEND representative as part of covid recovery
		4. Progress of roadmap tracked by joint commissioning board 6 times a year	<ul style="list-style-type: none"> Tracking standing item on all JCB meetings from January 2022 onwards
7	Update the threshold of need document	1. New pathway document reviewed and redrafted and consulted on/coproduced by CWD team April	<ul style="list-style-type: none"> Draft threshold pathways model produced Feb Differentiation for Early Help/CWD included, progressing to Children's Service governance March 2nd
		2. Two orientation events run for parents May	<ul style="list-style-type: none"> New youth groups established at two age ranges, operation from 14/3 onwards Dates for orientation events TBC
		3. Publish new threshold and pathway document on the Local Offer site June	<ul style="list-style-type: none"> Guidance planned for wider consultation May 22
8	Introduce specific training for staff working in SEND on Neurodiversity	1. Work with parent groups to co-produce new training for area staff on Neurodiversity March	<ul style="list-style-type: none"> A number of SBC staff complete autism awareness Jan Audit of existing staff and requirement to complete training Feb PCF three day conference on neurodiversity, available to staff Feb SENCO theme of neurodiversity to extend basic autism awareness to schools Sept
13		2. Programme of training devised and implemented April	<ul style="list-style-type: none"> PCF to take training programme over with effect from April Rolling programme based upon demand established
9	Carry out an audit of children and young people where neurodiversity is a possibility	1. Clear picture established on number open/closed cases Feb	<ul style="list-style-type: none"> Audit of diagnosis of SEN support of autism undertaken from Jan census Analysis of plans stating ASD Feb for SEN support and dashboard March
		2. Audit workshop to identify issues from parents perspective takes place March	<ul style="list-style-type: none"> Date for parents meeting identified INSERT
		3. Guidelines developed with parents to inform future identification and support April	<ul style="list-style-type: none"> To be undertaken at parents meeting (9.2 above)
10	Strengthen the early help offer for children with disabilities, including short breaks	1. Research, review and report on current processes to CSIB March	<ul style="list-style-type: none"> Detailed review and implementation plan drafted feb Comparative work with other Las undertaken Feb 18/3 consultation and implementation plan to be signed off through directorate leadership meeting Short Breaks review undertaken new guidance document produced Feb, including legal framework Bid submitted to DfE for one of five projects march
		2. Cabinet approve new proposals for short breaks (July)	<ul style="list-style-type: none"> If required SB to be added to forward plan Consultation on new guidance planed May 22
		3. New processes publicised on the Local Offer website and implemented July	<ul style="list-style-type: none"> Draft guidance to be operational in draft ahead of full formal consultation (date contingent upon date for Cabinet)

11	Consider the level of seniority of the chair of the Resource Allocation Panel	1. DSWEHYS identifies and implements new chair of RAP Feb	<ul style="list-style-type: none"> New chair in place wef 1/2/22 Two Heads of Service will take over chair of RAP following next meeting. Chair will rotate, to be reviewed after 6 months
12	Consider moving the SENDIASS service outside the SEND/CWD service	1. Members of SENDIASS and SBC HR team consulted Jan	<ul style="list-style-type: none"> Consultation with team manager and other officers jan
		2. New appropriate line management arrangement identified Jan	<ul style="list-style-type: none"> Options appraisal considered undertaken, including outsource; Voluntary Sector; move within council and move within directorate. 22/1
		3. Implement the new line management arrangements Feb	<ul style="list-style-type: none"> New arrangements implemented with SENDIASS now reporting to HOS access and inclusion.
		4. Communicate new arrangements Feb	<ul style="list-style-type: none"> New arrangements in place wef 1/4/22; to be reviewed after six months, by 1/10/22
13	Consider training and support for staff, councillors and other partners to strengthen resilience across the workforce Aligned to recommendation 2	1. Training programme for area, including Councillors established March	<ul style="list-style-type: none"> As above, two level training planned and needs analysis undertaken 28/2
		2. Relevant officers and Councillors identified and invited March	<ul style="list-style-type: none"> Dates made available to democratic services
		3. Resilience feature in all relevant staff supervisions April	<ul style="list-style-type: none"> Resilience will feature as part of the annual conversations and supervisions for relevant staff April onwards
		4. Rolling programme for existing staff implemented April	<ul style="list-style-type: none"> Additional training needs analysis for relevant staff identified through annual conversation processes April onwards
		5. Training forms part of induction for new staff and Councillors, in relation to resilience when dealing with ward members Aug	<ul style="list-style-type: none"> To form part of the rolling programme of training offered to Councillors, starting March 22
14	Incorporate learning from complaints as part of the quality assurance system	1. Formal learning review process established April	<ul style="list-style-type: none"> Initial conversation with corporate complaints team 1/3 Current complaints reports identified, including annual Children's and Adults complaints report at People Scrutiny annually Scrutiny of report and annual statistics collated and analysed March Relevant themes identified from annual report and current caseload April to inform teams through Children's Services Improvement Board April
		2. Quality Assurance learning informs all future processes and decisions May	<ul style="list-style-type: none"> Review of process flow chart to be devised for all learning at corporate and statutory complaints; MP complaints, Local Government Ombudsman, Tribunal and Councillor complaints May Review to inform practice through CSIB and relevant teams May
		3. Learning also taken in conjunction with wider council complaints and that of the area partnership May	<ul style="list-style-type: none"> Matter to be raised at SEND Strategic Partnership Board in terms of shared learning and understanding June
15	Develop a trauma informed approach for those families	1. Other authorities experiences and approach to trauma Informed practice researched March	<ul style="list-style-type: none"> Literature review undertaken by Principal Educational Psychologist (PEP) Feb Generic matter on agenda for Regional PEP meeting 14/3; LA network March Working with regional HE project April Possible external support being evaluated March 3rd

who are angry and distressed about their experience	2. Parent groups consulted on an appropriate third party to co-produce a way forward May	<ul style="list-style-type: none"> SENDIASS/EPS presenting at parents meeting 8 March Key principles of Trauma Informed practice co-produced May
	3. Trauma informed training for particular staff involved introduced June	<ul style="list-style-type: none"> Needs identified as part of annual conversation process April onwards

On track/action completed
Dates/information to be finalised at time of drafting
Limited progress against action/scheduled date
Completed/implemented in full

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