

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
6a	<i>*Reduce the number of "refusal to assess" at initial stages of EHCNA decision</i>	1. Review undertaken of data and process mapping for panel assessment and procedures March	<ul style="list-style-type: none"> <i>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.</i> <i>It should also be remembered that the peer review regarded positively the processes, administration, robustness of the multi agency panel during the review week</i>
		2. Clear guidelines produced for pre panel evidence gathering and expectations April	<ul style="list-style-type: none"> <i>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</i> <i>SENDIASS/SIFF information event planned for 22/3</i> <i>SEND team offer "way forward" meetings to all remaining DNA</i>
		3. Process reinforced to commission/secure missing evidence ahead of panel with relevant stakeholders April	<ul style="list-style-type: none"> <i>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.</i>
		4. Processes made clear to schools and parents May	<ul style="list-style-type: none"> <i>Draft guidance presented to SEND governance in Dec 21</i> <i>Subsequent finalised guidance due to be signed off April 22</i>
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
		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