

Actions designed to lead to improvement

Action	Action Plan	Responsible officers	By When	Action RAG Jan 22	Progress as at Jan 22
Exec and senior level attendance consistently at SSPB, SEND Ops, Joint Commissioning	APP	MM/TD/O	In place, ongoing monitoring	Green	SSPB fully attended, apologies noted at recent SENDOPS and joint commissioning meetings
Southend SEND Partnership core team capacity review	APP	GB/CM	Nov-21	Red	SEND Scrums have discussed and developed a proposal to increase capacity across the SEND Partnership. SEND Service have completed a whole service review and have recommendations prepared to address ongoing capacity issues and resource required to address the APP and findings of the Peer Review. The report and job descriptions will be submitted for approval when the outcome of the Peer Review becomes more apparent, revised completion date will be January 22.
Parent Carer Forum (SSIF) development and support programme agreed	APP	GB/CM	Nov-21	Red	Discussions are ongoing around support and training that are required and SSIF are preparing their request for inclusion in the bid for additional capacity. Agreement reaches as to resource requirements in January 22 which will be incorporated into the Capacity Review. The need for a SSIF premises was identified and work is progressing at pace on securing a suitable base.
Publication of the Southend SEND Partnership Strategy 2021-2024	APP	SSPB	Dec-21	Yellow	Timeline had been revised to reflect Strategy publication after the Peer Review - tasks to achieve this are on track at present, however further delay to publication of Strategy being considered in light of expected Peer Review recommendations.
Peer Review completed and recommendations reviewed	APP		Green	Peer Review completed in November 21 - Report and recommendations received, action plan produced and actions incorporated into this tracker	
Draft strategy revised and adopted	APP		Green	Timeline to be revised following Peer Review	
Action plan revised and adopted	APP		Red	Action Planning Meetings took place in December - rich discussions with some key actions emerging. Scrums has been working on actions identified at action planning sessions and pulling them all together at a meeting on 25/2	
Quality and Outcomes Framework in place	APP	GB/CM	Oct-21	Yellow	The quality and outcomes framework has been adopted and performance focus incorporated into SENDOPS meetings. As this is a live document there will be ongoing review
Draft dashboard developed	APP	GB/RG	Dec-21	Yellow	Discussions ongoing around Health data to be included into the partnership dashboard
Dashboard revised and adopted	APP	GB/CMC	Feb-22	Green	Currently on track
SEND Partnership Quality Assurance process for EHCPs in place	APP	GB/CM	Oct-21	Blue	Quality Assurance is in place and reported to SENDOPS in October but work ongoing to achieve a more cohesive partnership approach
Co-production Charter published on Local Offer	APP	GB	Dec-21	Blue	Multi stakeholder workshop to finalise the coproduced document took place in November. Final version submitted for SENDOPS approval in December.
Development of new feedback surveys					
Parent facing survey co-produced	APP	Local Offer Review Group	Nov-21	Red	LORG recommend that surveys are broken down to relate to specific processes, Annual Review and Assessment in October 21 for comment and sign off SENDOPS in December. Questions agreed and coproduced now being made easy read before loading onto YSS and promoting - expected release for early March
Young person survey co-produced	APP	Local Offer Review Group	Nov-21	Red	Agenda Item for Youth Forum meeting in February 22- aim to be co-produced through smaller working Group with young people but will not be completed until April 22
Professional and school setting survey co-produced	APP	Local Offer Review Group	Dec-21	Red	LORG working on coproducing this survey but capacity issues mean will be delayed until June 22
Joint Commissioning Priority Projects					
Neurodevelopment Pathway (Neu Pathway) launched	APP	CM/SSIF	Dec-21	Green	Communications being finalised for launch, all staff recruited with start dates agreed in November.
Accompanying parental information pack produced	APP	CM/SSIF	Dec-21	Green	ND guide completed, currently with printers
Clearance of the ASD Diagnostic Pathway backlog (as at 31.3.21)	APP	CM	Nov-21	Blue	Completed
Balance System* mapping completed	APP	CM	Oct-21	Red	Good progress for SLT, OT and physio slightly behind schedule due to existing capacity pressures in operational teams. Deep dive on findings so far to be presented at the Joint Commissioning Group on 30th November 21.
Balance System public and professional consultation completed	APP	CM	Nov-21	Red	Some slippage expected due to the delay in mapping as noted above.
Balance System recommendations for outline delivery model for SLT, OT and Physio defined	APP	CM	Jan-22	Green	Expected to remain on track despite the delay in mapping as noted above.
Business case developed for review and supported through partnership governance	APP	CM/GB	Mar-22	Green	Expected to remain on track despite the delay in mapping as noted above.
Commissioning Roadmap to be updated and published	APP	CM	Feb-22	Green	On track and will factor in the outcome of the Peer Review (if necessary)
Shared Spend understood and opportunities for future strategic planning outlined	APP	CM	Dec-21	Blue	Shared spend presentation at January Joint Commissioning Group
Develop clear timescales and outcome measures for the joint commissioning roadmap	PR	CM	Jan 22 - Apr 22	Green	
· Roadmap reviewed and revised to include clear timelines and outcomes			Mar-22	Green	
· Roadmap signed off by SSSPB/Joint Commissioning Board			Apr-22	Green	
· Accelerated Progress Plan (DIE/NHSE) meetings report progress in joint commissioning			Jan-22 and Quarterly thereafter	Green	Meeting was rearranged by DIE and now scheduled for March
Progress of roadmap tracked by SENDOPS			6 times a year	Green	
Enable the Portfolio Holder (PFH) to regularly sample casework as part of the performance monitoring and quality assurance process.	PR	GB	Jan-22	Green	
· Establish access to files/samples			Jan-22	Blue	Met with portfolio holder on 17th February and explained QA process. Portfolio holder to complete sample of EHCPs remotely and then meet to discuss how his findings compared to original Quality Assurance.
· PFH undertakes first review of a sample of case files			Jan-22	Yellow	
· PFH samples files on quarterly basis			Apr 22 and ongoing	Green	
Consider developing training to specifically look at cross-party scrutiny and challenge of SEND and working with residents with SEND issues.	PR	BM	Feb to July 22	Green	
· Needs analysis undertaken with all elected members (current members Feb/new members July)			Feb 22 and July 22	Green	Needs analysis document drafted and circulated to members 17/2
· Incremental training programme devised in conjunction with member services			Mar-22	Green	Needs analysis will inform requirements but draft programme being established and diary dates in place
· Training delivery confirmed			Mar-22	Green	
· Regular programme of training established on a rolling programme			Apr 22 and Jul 22	Green	
Use the feedback from the peer challenge to refresh the draft SEND Strategy	PR	GB	Feb to July 22	Green	SEND Strategy Action Planning sessions have taken place and scrum working through the feedback to draw up an action plan for consideration
· Current content fully reviewed			Feb-22	Green	
· Co-production from student voice commissioned			Feb-22	Green	
· Parent groups consulted			Mar-22	Green	
· Format/scope of revised strategy confirmed			Apr-22	Green	
· Strategy for adoption by appropriate governance in place			May-22	Green	
SBC cabinet sign off new strategy			Jul-22	Green	
Consider how to increase the pace of support and challenge to schools and settings to firmly embed the graduated response and ensure there is a clear system wide understanding of the graduated response	PR	BM	Apr 22 to Jun 22	Green	
· Southend Shared Expectations/SEND provision guidance document simplified and promoted			May-22	Green	
· Schools engaged and active in improving wider inclusion project			Jun-22	Green	
· Build on the new continuum of need at SEN support when published by the DIE later in 2022			DIE Contingent	Green	
· (align to wider inclusion project, with its own operational plan and measures)			Apr-22	Green	
· Reduce the number of "refusal to assess" at initial stages of EHCNA decision			Mar 22 to May 22	Green	
Review undertaken of data and process mapping for panel assessment and procedures	PR	LM	Mar-22	Green	
Clear guidelines produced for pre panel evidence gathering and expectations			Apr-22	Green	
Process reinforced to commission/secure missing evidence ahead of panel with relevant stakeholders			Apr-22	Green	
Processes made clear to schools and parents			May-22	Green	
· Not a PR team recommendation, but clear from body of the report				Green	
Review, update and rewrite the threshold of need document and ensure everyone understands the pathway	PR	AP	Mar 22 to May 22	Green	
· New pathway document reviewed and redrafted and consulted on by CWD team			Mar-22	Green	
· Two orientation events run for parents			Apr-22	Green	

Completed
On track to be completed by due date
Potential slippage (2 weeks after due date)
Overdue

Publish new threshold and pathway document on the Local Offer site			May-22		
Introduce specific training for staff working in SEND on Neurodiversity	PR	GB	Mar to April 22		
· Work with parent groups to co-produce new training for area staff on Neurodiversity			Mar-22		
Programme of training devised and implemented			Apr-22		
Carry out an audit of children and young people where neurodiversity is a possibility	PR	GB	Feb to Apr 22		
· Clear picture established on number open/closed cases			Feb-22		
· Audit workshop to identify issues from parents perspective takes place			Mar-22		
Guidelines developed with parents to inform future identification and support			Apr-22		
Strengthen the early help offer for children with disabilities and clarify where short breaks sit within the whole Children with Disabilities (CWD) service	PR	AK	Mar to Jul 22		
· Research, review and report on current processes to CSIB			Mar-22		
· Cabinet approves new proposals for short breaks			Jul-22		
New processes publicised on the Local Offer website and implemented			Jul-22		
Consider the level of seniority of the chair of the Resource Allocation Panel	PR	AK	Feb-22		
· DSWEHYS identifies and implements new chair of RAP					
Consider moving the SENDIASS service outside the SEND/CWD service	PR	BM	Jan to Feb 22		
· Members of SENDIASS and SBC HR team consulted			Jan-22		SENDIASS Team and affected managers approached and proposal discussed.
· New appropriate line management arrangement identified			Jan-22		New line management arrangement has been identified. Change of line management scheduled to take place from 1 March 22.
· Implement the new line management arrangements			Feb-22		Change of line management scheduled to take place from 1 March 22.
Communicate new arrangements			Feb-22		
Consider training and support for staff, councillors and other partners to strengthen resilience across the workforce	PR	GB	Mar to Aug 22		
· Training programme for area, including members established			Mar-22		
· Relevant officers and members identified and invited			Mar-22		
· Resilience feature in all relevant staff supervisions			Apr-22		
· Rolling programme for existing staff implemented			Apr-22		
Training forms part of induction for new staff and members, in relation to resilience when dealing with ward members			Aug-22		
Incorporate learning from complaints as part of the quality assurance system to drive improvement work	PR	LM	Apr 22 to May 22		
· Formal learning review process established			Apr-22		
· Quality Assurance learning informs all future processes and decisions			May-22		
Learning also taken in conjunction with wider council complaints and that of the area partnership			May-22		
Develop a trauma informed approach for those families who are angry and distressed about their experience	PR	APD	Mar 22 to Jun 22		
· Other authorities experiences and approach to trauma informed practice researched			Mar-22		
· Parent groups consulted on an appropriate third party to co-produce a way forward			May-22		
· Trauma informed training for particular staff involved introduced			Jun-22		