

Actions designed to lead to improvement

Action	Action Plan	Responsible officers	By When	Action RAG Aug 22	Progress as at end of Aug 22
Exec and senior level attendance consistently at SSPB, SEND Ops, Joint Commissioning	APP	MM/TD/O	In place, ongoing monitoring	Green	Attendance at all 3 governance groups remains good although some members have given apologies more than once for recent SENDOPS and Joint Commissioning meetings. Terms of Reference have been revised to define quoracy.
Southend SEND Partnership core team capacity review	APP	GB/CM	Nov-21	Yellow	SEND Scrum have discussed and developed a proposal to increase capacity across the SEND Partnership. SEND and CWD Services have completed a whole service review and have made recommendations designed to address ongoing capacity issues and resource required to address the APP and findings of the Peer Review. DMT have discussed the review and agreed for a Business Transformation Request to be made for additional capacity on a fixed term basis for the SEND Service.
Parent Carer Forum (SSIF) development and support programme agreed	APP	GB/CM	Nov-21	Yellow	Discussions have taken place around support and training that are required. Agreement reached as to financial resource requirements in January 22 which is incorporated into the Capacity Review. The need for a SSIF premises was identified work to secure a suitable base has met a number of difficulties but discussions are advancing to secure a suitable base from April 22. Support for SSIFs "SEND Sessions" meetings confirmed Feb 22.
Publication of the Southend SEND Partnership four year Strategy 2022-2025	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, draft versions of Strategy prepared for consultation and workshop sessions took place in July. Working group in school holidays has prepared draft strategy taking into account feedback from consultation.
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. Member scrutiny required to sign off peer review as complete.	
Draft strategy revised and adopted	APP		Green	Timeline revised following Peer Review which indicates the Strategy will be in place following the November 22 Cabinet meeting.	
Action plan revised and adopted	APP		Yellow	Action Planning Meetings took place in December - rich discussions with some key actions emerging. Scrum has been working on actions identified at action planning sessions and pulling them all together at a meeting on 25/2. Further parent engagement sessions scheduled during March 22 to agree format of strategy and publication method. Workshop with SEND Partnership Board/Group members in diary for July to review action plan prior to consultation. Consultation to begin June (after purdah) concluding 6 weeks later - plan for multiple approaches i.e. on line, 12 workshops etc. etc. Publication in time for September (autumn term).	
Quality and Outcomes Framework in place	APP	GB/CM	Oct-21	Green	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	Green	A number of new monitoring dashboards have been developed to support SEND agenda. New Health data dashboard demonstrated at March joint commissioning group.
Dashboard revised and adopted	APP	GB/CM/C	Feb-22	Green	Dashboard now ready to be adopted.
SEND Partnership Quality Assurance process for EHCPs in place	APP	GB/CM	Oct-21	Green	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	Green	Multi stakeholder workshop to finalise the coproduced document took place in November. Final version submitted and approved in March.
Parent facing survey co-produced	APP	Local Offer Review Group	Nov-21	Green	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 - Final surveys being launched September 22.
Young person survey co-produced	APP	Local Offer Review Group	Nov-21	Green	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. Final surveys being launched September 22.
Professional and school setting survey co-produced	APP	Local Offer Review Group	Dec-21	Green	LORG working on coproducing this survey but capacity issues mean will be delayed until June 22. Final surveys being launched September 22.
Neurodevelopment Pathway (Neu Pathway) launched	APP	CM/SSIF	Dec-21	Green	The Neu Approach pathway is live (soft launch) and is accepting referrals from both families and professionals. This multi-agency pathway is targeted at CYP with a potential or undiagnosed neuro diverse condition. As the Neu pathway will offer an individualised approach every child's support may be different. Support available on the pathway may include, individual and family work, access to specialised parenting support, access to health assessments i.e. speech and language and occupational therapies, multiagency reviews and referrals to other services and therapies as appropriate.
Accompanying parental information pack produced	APP	CM/SSIF	Dec-21	Green	This Family Resource guide has been written for families with children or young people with suspected or diagnosed neurodevelopmental conditions. It is jam-packed with information on all things neurodevelopmental (ND), to help families understand the different ND conditions which include, Autism, ADHD, Dyslexia, Dyspraxia, Dyscalculia, Dysgraphia. Co-produced with the Southend CCG and Southend-on-Sea City Council, this guide has been written by Southend Send Independent Forum (SSIF), with input and contributions from a large number of different services and schools in the City of Southend. Its aim is to increase knowledge and understanding of neurodevelopmental conditions, what support and services are available to provide reassurance, guidance, signposting, and recommendations to families in crisis. ND guide completed, on line launch in Feb 22 and printed launch in March 22.
Clearance of the ASD Diagnostic Pathway backlog (as at 31.3.21)	APP	CM	Nov-21	Green	Completed
Balance System* mapping completed	APP	CM	Oct-21	Red	The Balance System project focuses on the effective and equitable delivery of SLT, OT and PT - aiming to ensure optimal use of all available resource and expertise at universal, targeted and specialist level - most appropriate service, in the right place at the right time. This project covers an Essex wide footprint (now including Thurrock), the complexity of the project was underestimated which has led to extended timelines. The initial mapping stage (with multiple providers) was paused due to the covid pandemic but is now complete. Utilising the intelligence from the mapping (& gapping) a common specification is under development - ensuring a common approach but allowing for place based nuances. Focus spring and summer term - test and learn for sensory services and new approach to school settings.
Balance System public and professional consultation completed	APP	CM	Nov-21	Red	
Balance System recommendations for outline delivery model for SLT, OT and Physio defined	APP	CM	Jan-22	Yellow	
Business case developed for review and supported through partnership governance	APP	CM/GB	Mar-22	Yellow	
Commissioning Roadmap to be updated and published	APP	CM	Feb-22	Red	Discussed at recent Joint Commissioning Group - final version still to be published
Shared Spend understood and opportunities for future strategic planning outlined	APP	CM	Dec-21	Green	Shared spend presentation at January Joint Commissioning Group

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