

Peterborough Local Area Written Statement of Action (Special Educational Needs and Disabilities)

November 2019

Updated September 2020



Written Statement of Action

Workstream 1: Joint planning and commissioning including intervention

Senior Accountable sponsor: Wendi Ogle-Welbourn DCS & Chair of the Child Health & Wellbeing Commissioning and Executive Boards

Delivery partners: Child Health Commissioning & Executive Board Members, Family Voice (parent-carer forum) representative, Sheelagh Sullivan (Head of SEN and Inclusion Services), Graham Puckering (Head of 0 – 25 Service), Jackie Cozens (Local Offer Lead), Jo Dickson (Communications), Toni Bailey (Assistant Director SEND), Tom Barden (Business Intelligence), Siobhan Weaver (Designated Clinical Officer)

Significant area of weakness that needs to be addressed:

Ofsted and CQC said: “Joint planning, including commissioning, and intervention are not sufficiently well established to make sure that all agencies and services play an active role in meeting the requirements of 2014 disability and special educational needs reforms.”

Outcomes (what we intend to achieve and their impact)	Ref	Implementation (Actions - what are we going to do)	Key milestones (Action tracker)	Deadline	PROGRESS
1.1 Lead: Lucy Loia There is a clear and ambitious joint commissioning strategy, including effective service delivery arrangements, for children and young adults (0 – 25) with SEND that ensures: <ul style="list-style-type: none"> all services play an active role in meeting the requirements of the SEND reforms issues raised at inspection are prioritised Impact	1.1a	Coproduce a joint SEND commissioning strategy that will : <ul style="list-style-type: none"> be based on identified needs build on a gap analysis monitor delivery of commissioned services sets priorities for improvement and puts in place an action plan to rectify any deficit in provision 	Needs assessment initiated and agreed by the Joint Child Health Commissioning Board (JCHCB)	Nov 2019	The Joint SEND strategy is now fully in progress, with a project manager and core steering group [covering all of children’s commissioning]. Baseline data has been provided by Business Intelligence and commissioners are now working through the current market position / future demand in order to inform gaps and identify commissioning and decommissioning priorities.
			Baseline of needs identified by families is recorded	COMPLETE	
			Mapping existing resources against needs and identify gaps in meeting needs	COMPLETE	
			SEND commissioning strategy in place that ensures robust monitoring of commissioned services	Nov 2020	
			Commissioning of evidence based interventions within existing resource envelope to close gaps	June 2020 to April 2021	

<ul style="list-style-type: none"> Services are commissioned / delivered to meet identified agreed needs Children, young adults and families co-producing strategy ensuring that the views of all are heard and acted upon 			with procurement and delivery of services secured		Parent / carer forums and other relevant participation, advocacy groups are engaged, particularly around disabled children and children in care, as the SEND strategy and consultation is informing the primary outputs of the SEND Commissioning Strategy.
Impact <ul style="list-style-type: none"> Young adults and families have positive experiences of services commissioned to meet their needs 	1.1b	Establish and undertake an annual 'Family Voice' Survey to seek families views on how well their needs have been met by commissioned services	Establish and record the baseline of family views from implementation of the commissioning strategy	COMPLETE	The SEND strategy consultation provided a robust baseline on the outcomes that families want to see achieved in Cambridgeshire and Peterborough. Family Voice's annual survey is conducted January-March and results will then be analysed in April 2021. Comparative data is being collated and should be finalised in October.
Impact <ul style="list-style-type: none"> Underperformance challenged and addressed leading to improved services for young adults and families 	1.1c	Develop a data set (using the council for disabled children's framework) to evidence performance of services against the SEND strategy and Plan. Monitor the data set at the SEND Executive Board,	Agreed cross agency data set in place	Feb 2020	Commissioners are developing an outcomes framework that will demonstrate how commissioned services are performing against both their contractual requirements, as well as the strategic, operational and
			Benchmark of priorities from children and families collated	COMPLETE	

<ul style="list-style-type: none"> Priorities outlined to increase family and user confidence in services 		<p>celebrating good performance and challenging underperformance and agreeing actions to address.</p>	<p>Quarterly reports to SEND Executive for monitoring performance from April 2020 show progress towards achieving the outcomes in the strategy and feed into commissioning process (1.2)</p>	<p>COMPLETE</p>	<p>individual outcomes for children, young people and their families.</p> <p>A JCHCB operational group has been established to identify and act on identified commissioning priorities across education, health, social care and providers. This will take its feed from the Joint SEND Executive and partnership boards to ensure participation and will provide monthly highlight reports to the JCHCB and quarterly highlight reports to the Joint SEND Executive and Joint SEND Strategic Partnership Group.</p> <p>A quality performance dashboard has been drafted and this will be presented as per the reporting cycles agreed at the JCHCB [monthly to the JCHCB and quarterly to the SEND partnership groups and Joint SEND Executive].</p>
<p>1.2 Lead: Lucy Loia Commissioning issues raised at inspection are prioritised and gaps closed</p> <p>Impact</p>	<p>1.2</p>	<p>Develop a local area jointly commissioned (Peterborough and Cambridgeshire) equipment provision service for children and young adults with SEN & Disabilities</p>	<p>Mapping of current arrangements for assessment and provision of all equipment including medical technology</p> <p>Review and gap analysis complete and presented to JCHCB</p>	<p>March 2020</p> <p>Jan 2020</p>	<p>Due to Covid-19, a 12 month extension was applied to the existing contract, [October 2021] however this provides adequate time to ensure that the service is fully integrated with OT</p>

<ul style="list-style-type: none"> All services across health, education and social care have knowledge of access to equipment services so that equipment is provided efficiently. Families and young adults report to professionals, each time the equipment is provided, that they are satisfied with the timeliness of the service 			Proposed integrated equipment service proposal presented to JCHB with commissioning recommendations taken to JCB and COT	Dec 2020	and Physio and eligibility and pathways are coproduced.
			Service in place	Oct 2020 revised to Oct 21	
Impact <ul style="list-style-type: none"> Service delivery provided in line with NICE guidance and national recommendations so that children and young adults are provided with an adequate supply of products 	1.2b	Review the pathway for provision of continence products	Review of referral, assessment and products pathway complete	COMPLETE	Whole continence contract with provider reviewed for both children's and adults pathways by CPCCG due to concerns about increased in demand for products and rising costs. Agreements reached with provider regarding delivery of the service within current contractual arrangements (February 2020). A meeting to review specific pathway arrangements for children within the contract had been arranged during March 2020, however this was cancelled due to COVID19 emergency response planning. Current children's continence products pathway added to local offer to support
			Publication of the revised pathway on the Local Offer website	Nov 2020	

					<p>communication with parents and families.</p> <p>Meeting with provider specifically to discuss any improvements in contract to the children's pathway arranged in October 2020.</p>
<p>Impact</p> <ul style="list-style-type: none"> SEND children and young adults access to OT and Physiotherapy Services improved in line with agreed key performance indicators (see 4.3) 	1.2c	<p>Complete the joint commissioning of the OT and Physiotherapy service Integration and Transformation Plan to ensure improved access to OT services</p>	OT Integration and transformation plan in place	April 2020	<p>Specifications have been drafted for the Balanced Model© and these have been reviewed by Provider Service leads.</p> <p>There has been a noted deficit in capacity within the CCG which has hindered progress, however this will be remedied through additional capacity in July 2020 and progress tracked through the JCHCB operational group.</p>
			Joint service specification for OT created	Dec 2020	
			Balanced Model© implemented through series of facilitated workshops	Dec 2020	
<p>Impact</p> <ul style="list-style-type: none"> Children and young adults who require services from Community Nursing will benefit from services that provide care up to the age of 18 years 	1.2d	<p>Complete a review of Children's Community Nursing Services to identify provision required to meet nursing needs of children with complex health up to the age of 18 years</p>	<p>Complete review and implement recommendations</p>	Oct 2020	<p>Financial recommendation was not presented to COT prior to COVID19 emergency response.</p> <p>Young People with complex needs (16-17yrs) receive a community nursing service delivered through joint working between the Children's Community Nursing Team and increased capacity of the Specialist Physical Disability Nursing services within the Community Paediatrics Services.</p>

					A co-produced whole CCN service review across Cambs and Pboro commenced in January 2020, this includes specialist nursing services for schools. Unfortunately this was paused during the COVID19 Phase 1 and will resume in October 2020. Increased capacity of the CCG's Childrens Commissioning Team will facilitate the pace of this whole service review.
<p>1.3 Lead: Toni Bailey An ambitious SEND strategy and action plan (developed jointly with Cambridgeshire) will be in place and the commitment of all partners will be evidenced by their sign up to the 'SEND pledge'</p> <p>Impact:</p> <ul style="list-style-type: none"> Families and professionals say that the SEND strategy and Pledge are making a difference in services for SEND, in line with the 2014 Reforms Feedback from the Peterborough community shows that they are aware of the SEND strategy and 	1.3	<p>Formally launch the joint Peterborough/Cambs SEND strategy, Pledge and associated action plan in partnership with parent /carer forums.</p> <p>Set up a SEND communications group to formulate and implement a communication strategy that:</p> <ul style="list-style-type: none"> supports the implementation of the Strategy, the Pledge and action plan, 	SEND communications group established to coproduce and implement a communication strategy	COMPLETE	<p>The launch of the Joint SEND Strategy was held in January, attended by councillors and other members of the Joint SEND Executive Board, representatives from parent / carer forums, health and other partner organisations and from schools and colleges.</p> <p>Comms team have agreed to attend SEND partnership group meetings to address comms issues directly. A Comms strategy to be agreed through the Partnership Group forum (delayed due to COVID-19).</p> <p>The social media campaign to publicise this has had more than 65,000 impressions and generated 260 clicks on the strategy pages on the</p>
			Formal launch of joint SEND strategy and Pledge	COMPLETE	
			Communications strategy and action plan agreed by SEND Executive Board	Jan 2020 revised to Nov 20	
			Action plan progress monitored at bi-monthly SEND Executive Board	Feb 2020 Revised to Dec 20	
			SEND pledge is circulated to all services involved in delivery to children and young adults with SEND and signed up to by 85% of those circulated	April 2020 Revised to Nov 2020	
			One year on review of the impact of the Pledge shows clear	April 2021	

vision that “SEND is Everybody’s Business”		<ul style="list-style-type: none"> includes a clear plan for seeking feedback on how they are making an impact 	evidence of commitment and action by key service delivery partners		<p>Peterborough and Cambridgeshire websites.</p> <p>Bi-monthly report to SEND Partnership Groups and Joint SEND Executive delayed due to Covid-19.</p> <p>Work has been initiated with the comms team to allow sign up to the strategy to be facilitated – this will be through email link and is due to be shared by the end of Sept.</p>
<p>1.4 Lead: Jacky Cozens Children, young adults, families and professionals know where to go for help and information</p> <p>Impact</p> <ul style="list-style-type: none"> Surveys carried out by Family Voice (having established a baseline) show that families report improvement in knowing how to access services for children and young adults with SEND and the timescales involved leading to greater levels of satisfaction 	1.4a	<p>Improve and raise awareness of the Local Offer working with Family voice to:</p> <ul style="list-style-type: none"> Create a Parent Participation page on the Local Offer Information on the Local Offer reviewed and extended to include a new page to describe Short Breaks Redesign the Local Offer postcards with contact details Co-produce a guide to panel decision making Improve the descriptions of the health information 	<p>Parent participation page in place</p> <p>Short breaks information page included</p> <p>Establish baseline of parent views from Family Voice survey about parental satisfaction regarding service info on the local offer</p> <p>Postcards redesigned</p> <p>Agree a system to ensure that information about services on the Local Offer is kept up to date</p> <p>Health services access arrangements published on the Local Offer</p> <p>Increasing use of the parent participation page over time as evidenced in reports to Executive Board</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>Dec 2019</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>Jan 2020</p> <p>From Feb 2020</p>	<p>The Joint SEND Strategy and Pledge (incorporating the winning pictures from the competition) have been published on the local offer webpages. An Easy Read version is being worked on.</p> <p>A new <u>Parent Carer Participation page</u> has been created on the Local Offer.</p> <p>A new <u>Short Breaks page</u> has been created on the Local Offer.</p> <p>The newly designed postcards have been printed and delivered to Sand Martin House</p> <p>In relation to keeping the Local Offer up to date, staff regularly and purposely visit services providers and</p>

		<p>including a description of pathways and timescales</p> <ul style="list-style-type: none"> • Establish a SEND newsletter for parents, schools and professionals • Develop a suite of SEND factsheets, including revised information about and promotion of Personal Budgets and Personal Health budgets 	Guide to panels produced	COMPLETE	<p>other stakeholders to continuously update the Local Offer. The visits are recorded on a Communications Log and work completed is recorded on the Local Offer website tracker and record update log. Additionally, a 'Local Offer website maintenance' document was produced and presented to the SEND Partnership meeting.</p> <p>Health information including access is continuously and regularly updated, working with the CCG and CPFT. This is recorded on the Local Offer tracker. Work had started on the mental health pathway, but meetings planned to progress this but were postponed due to COVID-19.</p>
			Suite of health information updated	March 2020	
			Suite of SEND fact sheets		

			SEND newsletter published	COMPLETE	<p>A page has been created on the Local Offer to host the Fact Sheets and two new Fact Sheets have been uploaded. The remaining Fact Sheets are being worked on.</p> <p>The Annual Health Check information has been updated on the Local Offer.</p> <p>Family Voice's Topic of Importance (Information and Communication) - <u>A page has been created on the Local Offer to host these and two new Fact Sheets have been uploaded.</u></p> <p>First issue of the <u>SEND Newsletter</u> was produced and uploaded to the Local Offer. A plan is in place to produce regular newsletters.</p> <p>Family Voice Topics of Importance (Parents on Panels) – actions have been completed.</p> <p>A <u>Parents Guide to Panels</u> has been uploaded to the Local Offer.</p>
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Workstream 2: SEND Quality Assurance

Senior Accountable sponsor: Toni Bailey/Alison Bennett

Delivery partners: SEND quality assurance officer, Siobhan Weaver (DCO), Graham Puckering (Head of 0 – 25 service), Sheelagh Sullivan (Head of SEN and Inclusion Services), Senior officer from attendance team (appointment pending), Family Voice representative, Helen Whyman (Senior Public Health Information Analyst), Tom Barden (Business intelligence), Chris Stronberg (Head of IT), Jess Conway (Peterborough SENCo)

Significant area of weakness that needs to be addressed:

Ofsted and CQC said: “There is no quality assurance framework for the local area’s work for children and young people with SEND. Intended outcomes for children and young adults are not targeted, measured or evaluated well enough to inform leaders about the impact of the work to implement the reforms effectively.”

Outcomes (What we intend to achieve and their impact)	Ref	Implementation (Actions - what are we going to do)	Key milestones (Action tracker)	Deadline	PROGRESS
2.1 At a strategic level, key decision makers know how well the local area is improving outcomes for children and young adults with SEND and where improvements are required Impact <ul style="list-style-type: none"> Reports to and minutes from the SEND Executive Board provide assured evidence of the outcomes for children, 	2.1	Coproduce a local area quality assurance framework that will include; <ul style="list-style-type: none"> collating existing quality assurance arrangements setting up the system for monitoring quality of provision and outcomes for children and young adults in independent settings setting up a process for tracking the achievement of the outcomes that matter (see 	Quality assurance post agreed	COMPLETE	A QA Officer for SEND took up post in January 2020. This is a permanent and shared post for PCC and CCC.
			Quality assurance post holder in place	COMPLETE	
			Current QA arrangements collated	March 2020	A Quality Assurance (QA) Framework was adopted by the Joint SEND Executive Board and published in March 2020.
			QA framework in place	COMPLETE	

<p>young adults and their families from March 2020</p>		<p>SEND strategy) for children and young adults with an EHCP</p> <ul style="list-style-type: none"> agreeing a quality assurance mechanism for testing satisfaction of children and young adults that services they receive are specific to their needs 	<p>Monthly reports to the SEND partnership group are used to track progress</p>	<p>March 2020</p>	<p>level mechanism for multi- agency EHCP audit.</p> <p>A mechanism for testing satisfaction of children and young adults is work in progress.</p>
<p>2.2 All delivery partners understand their responsibilities concerning EHCPs (particularly annual reviews) and annual review processes and timelines conform to statutory expectations</p> <p>Impact</p> <ul style="list-style-type: none"> Feedback regarding annual review processes increases and the majority (over 80%) of parent/carers/young people who engage express satisfaction with all aspects of the EHCP process, including the quality and accuracy of advices from all partners 	<p>2.2a</p>	<p>Improve the quality and timeliness of the EHC needs assessment and review process by:</p> <ul style="list-style-type: none"> Production of a targeted recovery plan to address annual review backlog Implementation of new EHCP processing system Use of the new QA post to further develop the multi-agency EHCP audit Review of feedback arrangements to include annual reviews and new ways of engaging with families in receipt of new EHCPs A rolling programme of training and support around the EHC needs 	<p>Targeted annual review recovery plan produced</p> <p>Newly received requests for assessment and annual reviews are logged on to the new system</p> <p>Audit arrangements reviewed and revised plans in place with the support of the new QA post</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>March 2020</p>	<p>An annual review recovery plan is in place and all historical ARs have been processed. The recovery plan is now addressing 2019-20 backlog which is related to continuing staffing shortages up to Sept 20. Significant progress has been made over the summer holiday period plus lower caseloads from Sept 20 and training planned with schools will processing times.</p> <p>New requests for assessment and annual reviews were entered on to the system from November 2019.</p> <p>The EHCP Audit Tool Kit and Guidance was adopted and published with a soft launch in March 2020. Due to the pandemic</p>

<ul style="list-style-type: none"> Timeliness of new EHC needs assessments remains high (over 85%) and the majority of decisions regarding annual reviews are made within timelines (over 90%) 		<p>assessment and review process is agreed and implemented with the cooperation and contribution of all partners</p> <ul style="list-style-type: none"> Reports to SEND Executive Board are produced by the QA post informed by data and feedback from services and families 			the full implementation has been delayed to the Autumn term 2020.
			Feedback arrangements reviewed and all new arrangements in place	March 2020	The QA Officer is working with a task and finish group to co-produce revised feedback arrangements which includes parental feedback for annual reviews and new ways of engaging with families in receipt of new EHCPs. This work is on target to be completed in September 2020.
			Data migration to new IT system complete and system fully operational, including reporting facilities	March 2020	Migration to new system technically complete but SAMS identified. Due to COVID related priorities rolling programme on hold until Autumn 2020. - this is now underway in the Autumn term with 8 termly training sessions for a range of stakeholders (health/social/wider-agencies/governors/SENCOs and HLTA's/ Headteachers/ Early Years/ parents, carers and yp). The rolling programme has been planned for
			Rolling multi-agency training programme agreed and implementation started	April 2020	

			Comprehensive reports to SEND Executive Board including both quantitative and qualitative data in place	April 2020	<p>the academic year and training sessions will be virtual. There is a planning meeting to ensure contribution and co-production with all partners prior to the training sessions to identify areas of development to ensure training is bespoke for each service.</p> <p>Meetings have taken place between QA and Business Intelligence (BI) leads to develop the structure of a report for the Joint SEND Executive that will bring together quantitative and qualitative data including feedback from services and families. Data remains an issue and it is unlikely that this will be fully resolved for the first report to cover the Autumn term 2020. A report for the Autumn term will be shared with the SEND Executive Group.</p>
Impact <ul style="list-style-type: none"> Sufficient capacity within the local authority to improve timeliness and quality of EHCPs impacting on quality of provision for children and young adults with EHCP's due to quicker delivery of agreed plans / reviews 	2.2b	New posts agreed to support statutory responsibilities around EHCPs within the LA, schools and settings and health partners	New posts agreed by SEND Executive Board	COMPLETE	These posts were recruited to during COVID period and new staff in place from September 20.
			Post holders in place	COMPLETE	

<p>2.3 Outcomes for children and young adults in out of area placements match the quality and expectation of what was commissioned</p> <p>Impact</p> <ul style="list-style-type: none"> Leaders know what is happening from highlight reports to Board of the progress of children and young adults with an EHCP that show that out of area placements deliver commissioned outcomes for children and young adults 	2.3	Robust contract monitoring arrangements are developed, agreed and implemented with all partners, including the use of regional arrangements	Contract and monitoring arrangements in place	COMPLETE	<p>A quality performance dashboard for commissioned services has been created and this will be reported monthly to the JCHCB and termly to the Joint SEND Executive.</p> <p>A financial assurance and quality assurance regime has been signed off by the JCHCB and these are being transferred to operational documents. These will be then shared at the partnership boards and the Joint SEND executive.</p> <p>SAMS have allocated monitoring of EHCPs in independent out of city schools to complex cases post (recruitment underway).</p> <p>A risk assessment is populated on a monthly basis and the Performance and Quality Officer will monitor and review performance information for providers, escalating any issues or risk to commissioners.</p>
			First highlight report provided to Board to include data about the extent and use of out of area placements, building upon baseline data already available	Feb 2020	
<p>2.4 There are processes in place to increase leaders understanding about the extent of part time</p>	2.4	Establish a system for monitoring the use of part time placements for children and young adults with SEND	Guidance developed and presented to schools	COMPLETE	Guidance for the use of part-time timetables was written and shared with schools in 2019.
			Baseline numbers on part time timetables collated for	Feb 2020	

<p>placements in schools for children and young adults with SEND</p> <p>Impact</p> <ul style="list-style-type: none"> • The Local Authority is clear about extent of part time placements in schools for children and young adults at SEN support and EHCPs • Reduction in use of part time timetable provisions by 30% by July 2021 		<p>Produce and present revised guidance regarding use of part time tables to schools and settings</p>	<p>children and young adults with an EHCP</p>		<p>Work is being undertaken to review these guidelines and update them and responsibility for monitoring. Part-time tables will be shared with new inclusion teams. This will help in collating information and in the development of regular and routine monitoring of individual cases.</p> <p>The alternative provision and Inclusion lead will lead on developing a system to accurately monitor part time attendance and will produce reports for the Partnership group once a format has been agreed.</p> <p>Engagement work with partners has been on hold due to COVID priorities.</p>
			<p>System established for monitoring use of part time placements</p>	<p>Feb 2020</p>	
			<p>First highlight report to Board</p>	<p>July 2020</p>	
			<p>LA partners agree with providers a focus on reducing part time table provisions by 30%</p>	<p>July 2020</p>	

Workstream 3: Role and arrangements for the DCO

Senior Accountable sponsor: Marek Zamborski

Delivery partners: Karlene Allen (Head of Children and Maternity services Commissioning and Transformation, CPCCG), FV representative, Siobhan Weaver (DCO), Ali Mayern (SEND Health Co-Ordinator, CPCCG), Alison Hanson (Head of Service Speech and Language Therapy, CCS NHST), Lorraine Cuff (Head of CAMHs Neurodevelopment Team, CPFT), members of the SEND Health Advisory Group (C&P)

Significant area of weakness that needs to be addressed:

Ofsted and CQC said: "The current arrangements for the DCO in relation to the implementation of the reforms do not allow the postholder to fulfil the obligations of the role sufficiently".

Outcomes (What we intend to achieve and their impact)	Ref	Implementation (Actions - what are we going to do)	Key milestones (Action tracker)	Deadline	PROGRESS
3.1 The arrangements in place for the Designated Clinical Officer (DCO) role ensure that the system fulfils the objectives of the SEND reforms. Impact <ul style="list-style-type: none"> DCO is able to fulfil the priorities set out in the WSoA and the 1st year priorities of the SEND Strategic Action Plan, measured through milestone target dates (reviewed at the SEND Partnership Group) with quarterly and annual reports to the CPCCG COT on progress of SEND. 	3.1	Develop and present a costed options appraisal to CPCCG Chief Operating Team (COT) which details the need to improve the current arrangements and capacity of the DCO role within and Children's Complex Cases service.	Options appraisal for DCO capacity and recommendations presented to COT	COMPLETE	Governing Body report delayed due to COVID19 but reported to GB in September 2020.
			Interim arrangements to relieve immediate pressure on DCO with medium term planning for increased resource into service development	COMPLETE	SEND DCO reports to JCHCB disrupted during COVID19, however resumed September 2020.
			Financial agreement for additional resource requirements to increase the capacity of the DCO arrangements	COMPLETE	Successful recruitment to all additional posts in the Children's commissioning team alongside restructure of existing team (majority have commenced employment during July and August 2020)
			Recruitment processes commenced	COMPLETE	Additional permanent posts: 1.0 WTE Lead Administrator 1.0 WTE Paediatric Commissioner

			Develop a detailed SEND reporting mechanism for COT (1/4 update and annual reporting)	Dec 2019	0.5 WTE Children's Mental Health Commissioner 1.0 WTE SEND Lead Nurse 1.0 WTE Mental Health
			Additional capacity in the Children' Complex Cases team to support the CCG DCO role established	COMPLETE	Commissioning Support Manager (plus 1.0WTE SEND/TCP Commissioning Support Manager - re-structured existing capacity) 1.0 WTE Complex Cases Co-ordinator (MH/LD/ASC) (0.5 WTE post filled currently) 1.0 WTE Children's Continuing Care Nurse Assessor (October 2020 start date) This significant increase in the children's commissioning team will ensure that SEDN DCO is able to fulfil the obligations of the role sufficiently.
3.2 Health professionals play an active and equal part in the EHC needs assessment, preparation of EHC plans and review and removal of EHCP's. Impact <ul style="list-style-type: none"> Children and young adults will have their health needs, provision and desired outcomes, which are consistent with current professional knowledge, detailed in their EHCP. These will be measured through EHCP 	3.2	Develop and implement the " <i>Improving the effectiveness of joint working and planning of health partners, within EHC Plans</i> " Quality Improvement Initiative project. This QI project will: <ul style="list-style-type: none"> Test the established EHCP processes, including the health advice template and training offered, against a new approach to facilitate the physical and mental health sectors to think more joined-up 	Review and enhance the terms of reference of the SEND Health operational working group to include the role of SEND Health Critical Friends	COMPLETE	SEND Health Operational Working Group paused during COVID19 response. The group will recommence in September 2020. Prior to the pause, the very active and engaged health group had begun to develop a draft SEND self-assessment tool using measures of outcomes based on the C&P SEND Pledge. This will be a focus of work as we reconvene. We anticipate increased
			Use data from audits to identify up to 4 health teams that would benefit from targeted facilitation in the 1 st phase of the project	COMPLETE	
			Develop initial workshop session and test with critical friends	COMPLETE	

<p>audit processes (see 2.3 e) and the 6 monthly 'deep dive' EHCP audits for children and young adults with complex health needs.</p> <ul style="list-style-type: none"> Feedback from children, families and schools/FE colleges will indicate that they have had a good experience where healthcare professionals have jointly planned their child or young person's EHCP Maintain the compliance of timescales for the EHCP initial request processes measured through monthly data from the CCG EHCP single point of access. 		<p>and person-centred for children and young adults (0-25 years) with SEND</p> <ul style="list-style-type: none"> Provide individual health services with targeted, facilitated workshops which promote ownership and change of practices to engage with the EHC planning requirements relevant to their own service delivery methods. Create SEND Health 'Critical Friends' to work alongside providers who will facilitate ways of working that effectively implement the requirements of EHC planning Create a set of local good practice examples from stories, data and intelligence gathered by critical friends to inform future facilitation sessions. Introduce measurements of progress with a SEND self-assessment tool for health provider services. 	<p>Baseline established for each service using the SEND self-assessment tool</p>	<p>June 2020</p>	<p>attendance at these meetings as they will now be held virtually.</p>
			<p>Develop the role and facilitation skills of the SEND Health Champions to support delivery of the QI project</p>	<p>Feb 2020</p>	<p>Health provider and SEND Lead Nurse attendance at SENCo network meetings have received positive feedback from SENCo Lead and SENCo network. Attendance is now established as routine and promotes opportunities for learning and sharing information – this has been especially relevant during the COVID19 emergency and the restoration of community services.</p>
			<p>Engage with SENCo network to develop feedback mechanism from schools for their experience of health involvement in EHC planning processes</p>	<p>COMPLETE</p>	

		<ul style="list-style-type: none"> Develop a process for DCO to monitor and agree final EHC plans. 			
3.3 There is an increase in the uptake of learning disability annual health assessments for 14 – 25 year olds Impact <ul style="list-style-type: none"> Increase from 39% to 50% of uptake by the least likely to attend group (14 – 17 year olds) by April 2021 Increase to 75% from 55% of 14 – 25 year olds attend their annual health check by April 2021 	3.3	DCO, with the PfA Health group will facilitate learning disability annual health check workshops to create an action plan for the local area in order to increase the number of young adults aged 14 – 25 who attend their LD AHC	EHCP audit for post 14 years shows that the annual health check has been discussed at the annual review meeting. First report May 2020.	May 2020	QA process for multi-agency EHCP audit includes AHC question. Baseline established from questionnaire completed by young people at the first of a series of PfA events.
			Establish a baseline from feedback from young adults that they know what an annual health check is and how to get one	COMPLETE	Planned event in May 2020 did not proceed due to COVID19. PfA Health group paused during initial COVID19 response, however these meetings are to reconvene in September 2020.

Workstream 4: Getting support early

Senior Accountable sponsor: Raj Lakshman (Consultant in Public Health Medicine/Karen Moody (Head of Prevention and Early Help Services)

Delivery partners:), Karen Hingston (Head of Early Years), Kathryn Goose (Mental Health Commissioner), Lorraine Cuff (Head of CAMHS Neurodevelopment, CPfT), Joanne Carr (CPfT), Family Voice representative, Siobhan Weaver (DCO), Sarah Bernard (Manager Early Years Specialist Service, including Portage)

Significant area of weakness that needs to be addressed:

Ofsted and CQC said: “Early support is well embedded for children in early years, but does not follow through in all areas of the lives of children and young people as they get older. It takes too long for children, young adults and families to get the support they need.”

Outcomes (What we intend to achieve and their impact)	Ref	Implementation (Actions - what are we going to do)	Key milestones (Action tracker)	Deadline	PROGRESS
4.1 The principles of Early Support are effectively embedded for children and young adults as they get older in line with the SEND Code of Practice Impact <ul style="list-style-type: none"> Fewer part time timetables and increased access to reception for children with SEND due to 	4.1a	Extend the opportunity to stay on or be accepted onto the Early Support pathway for children up to the end of Reception	Targeted training, advice and support provided for early years and reception staff	COMPLETE	Since June 2020, settings have reopened. All families of children on the ES Pathway contacted by phone and where permission given both schools and settings contacted to inform the child was on the ES Pathway and to ensure transition meetings arranged. All but 15 children permission given. This was a combination of not being able to make contact or parents not wanting to share their information.
		Undertake survey, in partnership with Family Voice, to establish baseline data to track the immediate and future impact of the change in approach	Support for children to the end of Reception and their families in place	COMPLETE	
			Survey and evaluation of extended offer to inform further roll out completed	July 2021	

<p>better understanding and available support</p> <ul style="list-style-type: none"> • Families report in the Family Voice annual survey a better transition experience for their child from early years settings to reception • For the first time the Healthy Child and BSiL programmes have a sharper focus on children and young adults with SEND 				<p>There are 200 children who will be moving into Reception in 2020 who have been on the ES Pathway. Updated information has been sent to schools to advise of the support available for them in supporting those children with complex needs.</p> <p>Due to the situation a virtual offer has been delivered to the EY settings, Practitioner Childminder and SENCO Forums have been delivered as has training in relation to both staff and child well-being returning to the setting. Supporting Vulnerable Families and Safeguarding. Engagement in the virtual training offer has been good and we recently developed an online evaluation form to sit alongside any virtual delivery.</p> <p>Transition documentation/ guidance provided and settings and reception staff supported in making contact. These have been very positively received and the settings and schools have had good contact during this time - we will not see the full extent of the impact of this until later in the autumn term once the children have started.</p>
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	4.1b	<p>Support for SEND is clearly set out in Best Start in Life (BSiL) and Healthy Child Programme (0 – 19) to:</p> <ul style="list-style-type: none"> • improve identification of need • improve coordination of support for SEND across children and young adults' services and • identify KPIs in order to measure progress towards improving outcomes 	<p>Clear reference to SEND is within the Every Contact Counts work stream of Best Start in Life and Healthy Child Programme.</p>	<p>March 2021 (changed from March 2020 to align with BSiL work)</p>	<p>DWP lists are now being received and parents on the list written to. There were high numbers of applications when this was reintroduced. Applications are now being received more steadily.</p> <p>Messages for parents on activities at home both generic and for children with SEN have been shared regularly in the weekly newsletter to settings to share with their parents and the two fb pages.</p> <p>2 year progress check for EYSFS not required at the moment. The disapplication that had been brought in due to COVID-19 will be removed from 25th September so two year progress checks should resume.</p> <p>Public Health update - Healthy child programme – 'text us' service for parents has been set up. There is a function to allow information to be sent out. A lot of work done on standard messages.</p> <p>All the work above is ongoing. In addition, some face-to-face contacts (initial visit) at Children's Centres</p>
			<p>Evaluation framework developed for the BSiL programme</p>	<p>March 2021 (changed from March 2020 to align with BSiL work)</p>	

					<p>have started with a focus on a blended offer.</p> <p>BSiL implementation of place-based pilots restarted. ISOS supporting evaluation. 1 pilot started in Peterborough (North-west) another site identified for possible pilot (Central & Thistlemoore).</p>
<p>4.2 Children and young adults with SEND are identified early to ensure they can access the holistic range of help they need in a timely manner</p> <p>Impact</p> <ul style="list-style-type: none"> Feedback in Early Help reports shows that children / young adults with SEND and parents and carers of children with SEND understand how to access Early Help support and demonstrate success in navigating towards required support 	4.2	<p>Review access to support via Early Help and other routes to identify potential blockages or delays to include:</p> <ul style="list-style-type: none"> review of available information review of multiagency pathways and access to support establish processes for collecting and evaluating data for children and young adults with SEND receiving Early Help 	<p>A review of all professionals and parent / carer information leaflets on Early Help pathways to support</p>	April 2021	<p>Partners asked to re-check information for parents / carers is still up to date.</p> <p>Meeting to be scheduled to discuss options available for presenting this information to parents / carers via the Local Offer.</p>
			<p>Implementation of a multi-agency review panel in Early Help for all requests for support to ensure children / young adults with SEND receive support in a timely manner</p>	April 2021	<p>Discussions restarted on how to complement the CAMHS offer.</p>
			<p>Baseline of child / young person and parent/carer views on clarity of pathways to access support; provision of support and timeliness of support established</p>	COMPLETE	<p>PCC Early Help Service have developed a web-based parent carer questionnaire. This is now being rolled out to test responses to determine if any further changes needed before promoting it's use more widely.</p>
			<p>Baseline of numbers of children and young adults with SEND in receipt of Early Help recorded</p>	July 2020 revised to Sept 20	<p>Proposed action: To review responses in September 2020 prior to wider roll-out.</p>

					First meeting of Early Help Reporting Group held in August 2020. Update on this task: The report is now being developed. Timescale for completion – September 2020, enabling analysis of cases open to Early Help with identified SEN, disability and EHCP at point of Early Help Assessment.
4.3 Children and young adults with SEND have access to health services, in particular mental health services in a timely manner Impact <ul style="list-style-type: none"> Access targets are clearly defined and measured which allow timely interventions for children and young adults Impact <ul style="list-style-type: none"> Agreed access targets from mental health services are met so that children and young adults are supported by mental health services that identify needs early and provide information advice and support that improves outcomes for them Parents/carers report improvement from 2019/2020 	4.3a	Co-Produce a set of SEND Key Performance Indicators across health services to introduce a common approach to measuring performance in SEND which includes reference to equitable waiting time targets for children with SEND.	Initial contractual proposals to providers based on initial evaluation	COMPLETE	Initial contractual proposals have been provided to providers. For 2020/21 the NHS will not be undertaking any routine contractual and performance management processes in the way it had previously, therefore there will be no formulation of KPI's through the usual contractual routes. However the CCG are working with our BI team to review the performance information received and be clear on the waiting times for services going forward and what KPI's need developing. At this point there are no set timescales.
			Finalise initial set of KPIs and monitor monthly	May 2020	
			Monitor KPIS via monthly contract meetings – ongoing in 2020	June 2020	
			Providers collect data	June 2020	
			Review and calibration of KPIS	Dec 2020	
			Adjustments and business as usual performance mgt	April 2021	
	4.3b	Implement the CPFT Children's Mental Health remedial action plan (NHSE/I) so that children and young adults who require assessment and treatment from NHS mental health services will have access to these services within nationally agreed targets.	2 weekly remedial action plan meetings to monitor progress of reduction in waiting times are set up	COMPLETE	Wait lists continue to be reviewed by service managers and team managers weekly and report into service level monthly meetings. Waiting lists and times are longer
		Joint action learning events agreed between CAMHs services and the SENCO network to promote the	Aug 2020		

baseline that they are listened to and given consistent advice		Redesign workstreams to achieve routine and urgent appointments in a timely manner	graduated response within the emotional health and wellbeing pathway delivered across services		due to Covid, pausing of non-urgent services. Still working under Covid restrictions, using PPE. Revamp ASD assessment, using new tools.
			Children will be assessed within 18 weeks from referral for routine appointments	April 2020	Restarted ASD, ADHD assessments, some in clinic and some virtually. May be difficult to make a definitive diagnosis. Parents are made aware of this at the beginning of assessment.
			Children will be assessed within 12 weeks from referral for routine appointments	April 2021	
			Workstreams are redesigned	April 2021	Waiting times for secondary age Autism diagnosis and ADHD have increased due to pause of services because of Covid but this work has now recommenced as above. Waiting times for access to mental health assessments are currently being offered within timeframes.
	4.3c	Understand the population of children and young adults with a mental health need including a specific focus on children and young adults with SEND.	Update and refresh the NHS Mental Health Local Transformation Plan and use NHSE Key Lines of Enquiry (KLoE's) to ensure focus on sections relevant to SEND	COMPLETE	The Local Transformation Plan has been updated. Needs assessment has been undertaken Available at url https://cambridgeshireinsight.org.uk/health/popgroups/cyp/
		Undertake baseline assessment of parental awareness in regard to mental health services	Complete a Mental Health Needs assessment to identify whole population needs and how SEND is highlighted in the mental health Local	COMPLETE	

		Develop information delivery for parents / carers to outline graduated response to Mental Health support	Transformation Plans key lines of enquiry		CCG were having conversations about setting up focus groups with children and young people Now looking at how this could be done differently.
			Focus groups with Children and Young adults to develop outcomes	July 2020	
			Use NHSE Key Lines of Enquiry (KLoE's) with focus on sections relevant for SEND to create an action plan	Sept 2020	

Workstream 5: Provision and opportunities for young adults aged 18 - 25

Senior Accountable sponsor: Debbie McQuade

Delivery partners: Graham Puckering (Head of 0-25 Service), Elizabeth Sullivan Ash (Post 16 Lead SENI Services), Matt Oliver (Service Manager Community and Interventions for Targeted Youth Support Service), Family Voice, Special school and College representative x 2 tbc, Siobhan Weaver DCO

Significant area of weakness that needs to be addressed:

Ofsted and CQC said: “The provision for young people aged 18 to 25 is not sufficiently developed to make sure that young people have the full range of opportunities and support that they need as they move through into adulthood.”

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Outcomes (What we intend to achieve and their impact)	Ref	Implementation (Actions - what are we going to do)	Key milestones (Action tracker)	Deadline	PROGRESS
<p>5.1 There is clarity about the range and availability of opportunities across the local area for 16 – 25 year olds with SEND</p> <p>Impact</p> <ul style="list-style-type: none"> Surveys conducted through the local offer and young adults’ groups show that young adults and their families say that the Local Offer provides them with the information they need to access opportunities and the services available <p>Impact</p>	5.1a	Review the local offer to ensure: a) that there is clarity for young adults and their families about what support is available from health, social care and education b) any gaps are identified c) that there is a clear education offer d) that transition pathways across each service from children’s to adult services are clearly described e) that support and opportunities for 19 – 25 year olds are well represented f) that there are clear descriptions of the range of options for activity	Gaps in information on the Local offer are identified	Feb 2020	The Peterborough SEND Partnership Group is fully established with clear governance structure.
			Gaps in the information about (c,d,e and f) are closed	Sept 2020	The Joint SEND Strategy is fully launched and included in the Local Offer.
			First survey of views of young adults on additional information reported on the Local Offer	COMPLETE	Family Voice developed surveys for parents and events for young people have been held to gather views and test knowledge and understanding of services. Recent feedback from young persons

<ul style="list-style-type: none"> Coordinated and streamlined approach to developing opportunities leading to more young adults accessing support to lead independent lives Young adults experience more holistic 5 day planning across all services and in the community 		across 5 days for young adults Post 16 with an EHCP g) conduct survey focussing on effectiveness of the local offer			surveys demonstrates understanding of the Local Offer. Joint Agency Preparing for Adulthood meetings have been held regularly progressing the plans and developments. Further meetings planned throughout the next academic year.
	5.1b	Integrate all strategic work across the Preparation for Adulthood (PfA) arena to: <ul style="list-style-type: none"> Establish one steering group Endorse existing workstreams and identify gaps Identify agreed outcomes for all activity Ensure integrated partnership working in every workstream so that all offers are holistic 	New PfA steering group in place and overarching action plan agreed	COMPLETE	The Local offer continues to be updated with new information, an example would be the development of technology information and access to a demonstration flat.
			All agreed PfA workstreams established	April 2020 (implemented from Sept)	
5.1c	Explore and trial a transitions post in at least one local special school in partnership with local colleges	Plans for transition officer role explored and agreed with potential trial implementation from September 2020	COMPLETE	Post-16 curriculum was completed in April 2020 and will be implemented from September. Three new transitions posts in the Statutory Assessment and Monitoring Service commenced in Sept 20. These are new posts have a specific focus on transitions in EHCP's.	
5.2 In order to address one of the specific areas of weakness	5.2a	Transition Arrangements (movement from children to adult services) for	Review the 2017 Improvement Plan for CCG provider services	COMPLETE	The SEND Health Group reviewed transition pathways on the Local Offer in February.

<p>identified during the inspection a priority focus will be to ensure that:</p> <p>Health services transition arrangements for 16-25 year olds with the most complex health needs are person centred and organised well</p> <p>Impact</p> <ul style="list-style-type: none"> Children and young adults experience clear and person centred transition arrangements between children's and adults health services 		<p>each provider service are clear through:</p> <ul style="list-style-type: none"> Review of the CCG improvement plan to ensure this area is addressed Production and implementation of a transitions protocol for all services provided through CCG for children and young adults with SEND 	<p>Ensure all current transition pathways are detailed on the Local Offer</p>	Jan 2020	<p>Local Offer information regarding current transition arrangements remains inconsistent. Priority work for new SEND/TCP Commissioning Support Manager to complete.</p> <p>Strategic transitions protocol to be commenced in April.</p> <p>Updated service specifications will include transitions / PFA arrangements for CYP with SEND through 2020/21.</p> <p>The Curriculum Group are reviewing and reflecting on increased offer for activities for young adults post-16 with an EHCP.</p> <p>Mental Health SEND KPI's are on track.</p>
			<p>Strategic transitions protocol coproduced with CCG and providers</p>	June 2020	
			<p>All new transition protocols implemented</p>	April 2021	
	5.2b	<p>Develop the role of the Mental Health Transitions worker to support children and young adults with complex Mental Health and SEND to transition into adult services</p>	<p>SEND training required for Mental Health Transition worker identified and delivered</p>	COMPLETE	
			<p>Establish and implement measurement of key performance indicators as per milestones in section 4.3a</p>	July 2020	