

HULL LOCAL AREA

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

ACCELERATED PROGRESS PLAN FOLLOWING THE JOINT AREA SEND REVISIT IN OCTOBER 2019

(Version 1.26 updated January 2022)

Purpose and background to this revised statement:

Between 9th October and 13th October 2017, Ofsted and the Care Quality Commission (CQC) conducted a joint inspection of the local area of Kingston upon Hull to judge the effectiveness of the work Hull City Council and NHS Hull CCG had undertaken to implement the Special Educational Needs and Disabilities (SEND) reforms set out within the Children and Families Act 2014.

The purpose of the inspection was to determine the effectiveness of delivery of the reforms. This included assessment of local services and the systems in place for children with SEND. The inspectors looked for confirmation of how the reforms had been taken forward and whether there was evidence of agreed outcomes and a positive impact on children, young people and their families. They examined how information about SEND in the city was being used to make improvements and inform plans and to what extent those plans were being co-produced in partnership with young people and families.

Areas of weakness identified in the original inspection:

1. Poor strategic leadership and governance of the disability and special educational needs reforms in Hull;
2. Too little involvement of families in decision-making about the services and support they need and insufficient awareness of the resources available to them in the local area;
3. Poor self-evaluation of service quality and impact and insufficiently focused improvement planning to facilitate better provision and outcomes in the local area for children and young people who have SEN and/or disabilities;
4. The lack of an effective strategy for jointly commissioning service across education, health and social care.

As a result of the findings of the inspection, Her Majesty's Chief Inspector (HMCI) determined that a Written Statement of Action (WSOA) was required to address areas of weakness in the local area's practice. Hull City Council (HCC) and NHS Hull Clinical Commissioning Group (Hull CCG) were jointly responsible for submitting this Written Statement of Action which was declared as fit for purpose on 6 June 2018.

The SEND Improvement Plans from January 2018 to March 2019 and April 2019 to March 2020 set out how the areas prioritised for improvement were to be taken forward through a workstream/project plan approach. Quarterly monitoring visits took place with the Department for Education (DFE/) and NHS England (NHSE) following the Inspection and, in November 2018, the DFE announced a programme of joint area revisits to those local areas which were asked to produce a Written Statement of Action following their SEND inspections. The revisits were not a re-inspection of SEND provision and the focus of the visit was to be on the progress made since the original inspection. Local areas would usually be revisited within 18 months of their WSOA having been accepted as fit for purpose by Ofsted and CQC.

Between 14 and 17 October 2019 therefore, Ofsted and the CQC revisited the area of Hull to decide whether sufficient progress had been made in addressing each of the significant weaknesses detailed in the Written Statement of Action. The letter published following the revisit determines the area had made sufficient progress in addressing two of the four significant weaknesses identified at the initial inspection. The area had not however made sufficient progress in addressing Area 2, Too little involvement of families in decision-making about the services and support they need and insufficient awareness of the resources available to them in the local area:

- *The area does not have a consistent approach to co-production. Leaders have not realised their ambition to have consistent, coherent and co-produced approaches in place when working with children and young people with SEND and their families. Children, young people and families are involved and engaged in working with leaders and frontline professionals more frequently.*

The area had also not made sufficient progress in addressing Area 4, The lack of an effective strategy for jointly commissioning service across education, health and social care:

- *The area's strategy for jointly commissioning services across education, health and social care has not been finalised. This is more than one year after the deadline specified in the WSOA. More importantly, the scope of this strategy for 2019-23 does not cover education, health and social care services for children and young people with SEND for the full 0 to 25 age range. In its current form, the local area's strategy for jointly commissioning services does not meet the requirements of the SEND code of practice: 0 to 25 years. Also, the area's SEND joint needs assessment for 2019-20 does not provide a strong starting point for commissioning education, health and social care services in an integrated and needs-based way.*

This revised written statement of action (Accelerated Progress Plan) focuses on the areas where insufficient progress had been made. The plan also includes relevant improvement actions for the two areas deemed to have made sufficient progress.

Our Vision

Our vision below is underpinned by a commitment to delivering the principles of the SEND Reforms, as stated in the Children and Families Act 2014

The vision for SEND aligns itself to the vision of The Children, Young People and Families Board, established in Hull in 2014 (under section 10 of the Children Act 2004) and the Children and Young Peoples Plan 2018-2023.

OUR VISION – Facing the future together

Children and Young People Families Board

“Our vision is to make Hull an inspiring City – safe and healthy to learn, play, work and live in. We want all children, young people and their families to be healthy, be safe from harm and have the confidence to be ambitious and to achieve their aspirations.”

What will the board do?

- We will work with parents to ensure that they access appropriate support at the earliest opportunity and are equipped to support and develop their children
- Children in Hull will be ready for school by 5 years old and transition at 11 years old
- We will improve educational attainment and attendance
- We will safeguard our children and young people and provide early help for families who need it
- We will reduce health inequalities and tackle child poverty including ensuring that appropriate accommodation and benefits are provided when necessary
- We will ensure our young people are ready for life and work
- We will ensure children and young people have a voice in Hull and are able to become active citizens, parents and carers
- We will ensure that children and young people with special educational needs and disabilities have the right provision, at the right time and in the right place. So they can achieve well in their early years, in school and at college and participate in and contribute to the local community in which they live

How is the board going to deliver?

We will:

- Put in place an annual programme of support and challenge which holds partners to account for delivery against the priorities outlined in this plan, ensuring actions are taken when outcomes are not improving
- Continue to use the Joint Strategic Needs Assessment (JSNA) to shape services and commissioning
- Identify opportunities for integrated/joint commissioning and service development
- Address barriers to meeting priorities including information and data sharing
- Focus on prevention and early help to identify issues at the earliest point, build resilience and help families to help themselves
- Demonstrate a continued commitment to promote inclusion across all services and sectors
- Ensure a robust performance framework is in place used by all partners to maintain an effective overview and progress against priorities
- Build on good practice, using evidence based approaches and commit to re-designing services when appropriate to meet priority improvements

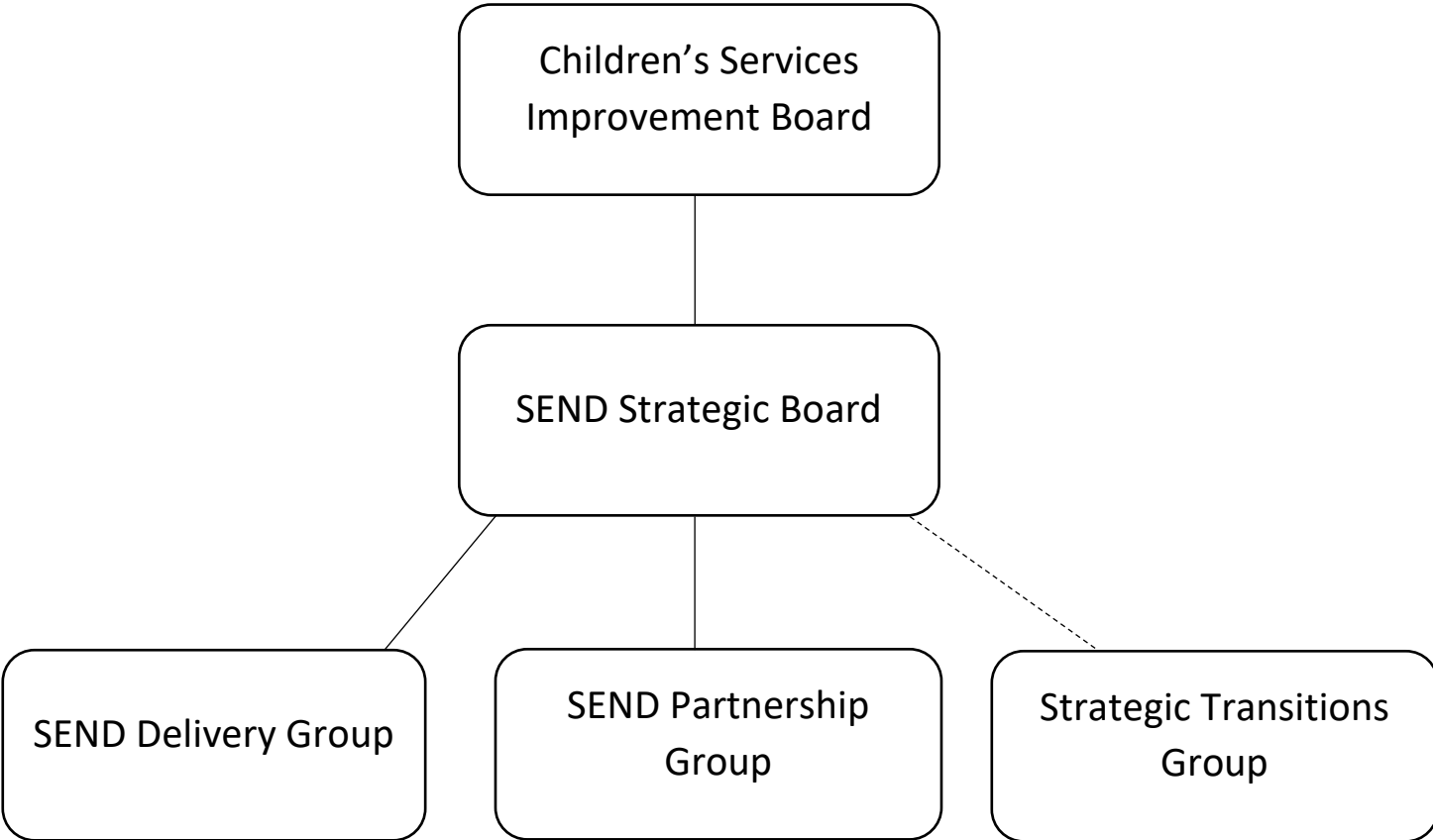
Partnership Working

The Hull Children and Young People and Families Board (CYPFB) is the city wide leadership group, the focal point for coordinating, shaping and influencing services for children, young people and families across the city. The board provides strategic vision and leadership and promotes innovation in order to improve life chances of children, young people and families living in Hull.

The board will work closely with partners in other key boards including the Children’s Safeguarding Board, the Health and Wellbeing Board, the Community Safety Partnership and the Integrated Commissioning Officer Board. The board leads on specific areas of work on their behalf, and is responsive to the relevant Overview Scrutiny Commissions.

Governance and Accountability Structure

ACCOUNTABILITY STRUCTURE



REPORTING AND MONITORING

- Hull City Council Cabinet
- NHS Hull Clinical Commissioning Group Governing Body
- Hull Health and Wellbeing Board
- Hull City Council Early Support and Lifelong Learning Overview and Scrutiny Commission
- Hull Learning Partnership
- Hull Parent Carer Forum
- Department for Education and NHS England and Improvement

Monthly Headline Impact Measures

Timely EHCP assessments	Timely EHCP reviews	Exclusions and attendance - NEETS	Attainment and progress	Early identification and notification	Children with SEND have timely access to services needed – waiting lists (ASD and SLT)
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*****Scorecard attached separately*****

Accelerated Progress Plan

The plan uses a 4-point action RAG scale:

1: No action	Not started	
2: Some action taken	Plans in place – some progress	
3 Action advanced	Significant progress against plans	
4: Action has improved outcomes	Standard achieved with evidence of improved outcomes	

1. Strategic leadership and governance of the special educational needs and disability reforms in Hull.

Headline measures for children and young people:

- **Timely EHCP assessments and review**
- **Exclusions and attendance – NEETS**
- **Attainment and progress – KS2 KS4 and Post 16**
- **Early identification and notification**
- **Children with SEND have timely access to services needed - Waiting lists (ASD and SLT)**

	Responsible Officers	Objective	Actions	Outcomes	Impact Measures and Milestones to be achieved	Start Date	By when	Progress to date	Action RAG
1.1	Director of CYPFS HCC (Pauline Turner)	Set the strategic direction for SEND including further strengthening the leadership and governance arrangements.	Action 1.1.1 Review and refresh the Hull SEND strategy.	Strategy that is reflective of current needs and delivery mechanisms.	SEND Strategy coproduced and launched.	June 2020	April 2021	July 2021 update: The strategy is complete and signed off by all relevant agencies and strategic committees and can be adopted and put into place.	Complete
	Assistant Director Learning and Skills HCC (Jo Moxon)		Action 1.1.2 Strengthen the SEND Board Terms of Reference and membership.	Assurance that SEND has appropriate leadership and oversight.	Ownership, engagement and focus on SEND priorities through regular meetings of the appropriate leadership.	November 2019	December 2019	SEND TOR approved at SEND Strategic Board (Completed December 2019. Final version approved March 2020)	Complete
	Director of Integrated Commissioning NHS Hull CCG (Joy Dodson)		Action 1.1.3 Establish an annual programme for the review and refresh of all key SEND documents via the SEND Strategic Board.	Systematic visibility to SEND Strategic Board members	Agendas and papers of the SEND Strategic Board reflect the agreed programme.	January 2020	April 2021	July 2021 update: Draft workplan approved by SEND Strategic Board on 1 July 2021.	Complete
			Action 1.1.4 Establish a SEND Delivery Group.	Accountability for the delivery of the Improvement Plan and maintaining all aspects of SEND delivery.	Metrics and qualitative measures of SEND delivery are improved. Overarching dashboard is agreed and reported on monthly in SEND managers meetings.	January 2020	February 2020	Terms of Reference and Membership being developed. (Completed January 2020) Shift away from a programme approach to managers taking ownership for evidencing impact of delivery. Meetings in place TOR and membership agreed. Reporting systems being developed, data dashboard agreed and in progress. (Completed February 2020)	Complete

			<p>Action 1.1.5 Update Hull Accessibility Strategy for 2020-23 and add to programme of review developed in Action 1.1.3 (new action October 2020)</p>	<p>Strategy that reflective of current needs and delivery mechanisms.</p>	<p>Up to date Accessibility Strategy is available</p>	<p>August 2020</p>	<p>December 2020</p>	<p>January 2021 update: Accessibility Strategy approved – action complete.</p>	<p>Complete</p>
			<p>Action 1.1.6 Audit of and support to Hull schools to ensure compliance of policies relating to inclusion and accessibility.</p>	<p>Consistency of school policies with legislative and regulatory framework.</p>	<p>School policies are compliant and accessible via the individual school websites.</p>	<p>June 2020</p>	<p>December 2020</p>	<p>December 2020 update: General feedback on policies shared with head teachers. School specific feedback also offered. Information and offer will also be shared with SENCOs through the December SENCO Forum. Guidance document for SEND Information report has been developed and is being trialled by Schools in the HET MAT. Feedback on this due Mid December.</p>	<p>Complete</p>

**2. Families are involved in decision-making about the services and support they need and are aware of the resources available to them in the local area.
(Insufficient progress: Ofsted 2019)**

Additional Impact Measures:

- Parental and child questionnaires twice yearly indicate improvements satisfaction with service quality and effectiveness and co-production.
- Termly 10% quality assurance of EHCPs indicate improved co-production with parent/ carers and Children and Young People.

	Responsible Officers	Objective	Actions	Outcomes	Impact Measures and Milestones to be achieved	Start Date	By when	Progress to date	Action RAG
2.1	Head of Service SEND HCC (Katie Marsden) Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson)	Develop a consistent coherent and co-produced approach to working with children and young people with SEND and their families. The coproduction charter will set out the values, principals and behaviours which will define our approach to coproduction with CYP and families.	Action 2.1.1 Local Leaders to meet with key members of the Hull Parent Carer Forum to agree urgent action in respect of developing a coproduction charter.	Shared understanding and agreement of approach	The next steps towards coproduction will move forward positively.	November 2019	March 2020	<p>June 2020 update: Hull CC AD Learning and Skills and CCG Director of Integrated Commissioning met with Hull PCF Steering Group on 10 March 2020 to listen and understand the concerns of parents and families. The meeting was very positive and set out expectations for working collaboratively moving forward.</p> <p>Meeting took place 22nd October Attended by AD Learning and Skills HCC, Director of CYPFS HCC, Hull Parent Carer Partnership and KIDS Leaders (Laura Jones and Catherine Burton). Approach was agreed.</p> <p>Joy Dodson and Katie Marsden attending meetings with PCF and seeking to engage them more fully in SEND developments in co-production and consultation relating to the accelerated plan progress. The Chair of PCS is a member of the SEND Strategic Board. Other parents are included in the SEND Stakeholder Group invitations. (Completed February 2020).</p> <p>Local leaders and Hull Parent Carer Forum representatives to take forward and work in partnership around the coproduction charter. PCF Steering Group meeting schedule for 10th March 2020.</p> <p><i>Agreement (outside of any co-produced charter) with PCF that monthly email updates will be provided to PCF on developments and or current pressures to ensure good communication lines are established and remain open.</i></p> <p><i>Discussion (in view of Covid-19) to explore the ongoing use of technology going forward and establish regular virtual feedback/update sessions</i></p>	Complete

								<i>with PCF and key partners – (ongoing and in discussion)</i>	
			Action 2.1.2 Review and agree the service level agreement and associated funding for participation with the Hull Parent Care Forum, including the NHS Hull CCG grant and the DfE grant.	Clarity of expectations, responsibilities, and deliverables.	Hull Parent Carer Forum operates with confidence and feels supported. Clear service level agreement that is reflective of the values and principals of the coproduction charter with measurable outcomes for monitoring. Bi-annual accountability exercise relating to outcomes and value for money – February and October.	February 2020	April 2021	January 2022 update: Further grant approved. Grant agreement to be finalised. November 2021 update: Approval requested for further grant award to PCF from April 2022 onwards. Decision expected 26/11/21.	Advanced Action
			Action 2.1.3 Review strategic approach to participation and engagement of coproduction with representative agencies – including children and young people and their families.	Evidence-based and credible approach.	Agreement of approach by all stakeholders. Metric: Commissioning of expert partner support is in place with timeframes agreed.	February 2020	April 2021	May 2021 update: Action complete	Complete
			Action 2.1.4 Establish and agree a coproduction charter and toolkit for consultation and awareness-raising across a wide range of agencies and partners.	Charter describing values, principles and behaviours for coproduction.	Systematic process of qualitatively measuring coproduction experience. Metric: Coproduction Charter in place. There is evidence of engagement of a wide range of partners and sign up to the coproduction charter.	March 2020	December 2020	March 2021 update: Coproduction Charter complete.	Complete
2.2	Head of Service SEND HCC (Katie Marsden) Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson)	Embed the coproduction charter in practice and working culture across all partners and agencies.	Action 2.2.1 Establish a specific action plan for the delivery and monitoring the effectiveness of the agreed coproduction charter.	Coproduction charter is established in routine working practice	Action plan delivered Metric: Action plan in place. Bi-annual survey outcomes reflect improvement and engagement of parents and children in coproduction – April and October.	June 2020	January 2021 onwards	January 2022 update: Co-production event took place on 25 th November. Session recorded and uploaded onto YouTube for parents, young people, and stakeholders unable to attend. Follow up session co-production completed on 13 th December to discuss and co-develop strategy on how to embed co-production charter and principles into everyday practice, including discussion about proposed co-production champions. Session recorded and content to be uploaded to YouTube and local offer co-production page. Session highlighted some concerns from parents about origins of proposed ‘champions’ and whether this idea had been co-produced. Further meeting held between parents, LA, and Health to talk through and listen to parents concerns and missed opportunities. Joint agreement reached	Advanced Action

								<p>to re-group early in 2022 to review information gathered from jamboard session and co-produce the next steps and actions. Audit will also be uploaded onto Local Offer co-production page</p> <p>November 2021 update: Co-production launch presentation tested with target audience, being amended. Co-production resources being collated to go on to Champions page on Local offer to coincide with Charter Launch. Co-production Charter Launch 25th November</p>	
			<p>Action 2.2.2 Develop mechanisms to measure the quality of coproduction and improve practice by the use of a Self-Evaluation toolkit for all partners including schools and the Hull Parent Carer Forum.</p>	<p>Evidence of partners using the toolkit to identify strengths and areas where action needs to be taken.</p>	<p>Self-reporting by families and young people that they are more engaged in coproduction.</p>	<p>End of March 2020 Phased introduction and training.</p>	<p>Review in April 2021 initially and more frequently if indicated</p>	<p>January 2022 update: Transcript of Co-production Self-Assessment audit tool sessions shared with all attendees. Outcome of session was that teams, rather than individuals, would complete the tool</p> <p>That the first wave completion of the tool would be submitted to the co-production steering group by close of play on Friday 18th February 2022 (February Half Term) The submissions, and the evidence, will be reviewed using a co-production approach confirmed. An action plan, based on the findings will then be co-produced with parents, young people, and other stakeholders. Dates and content of sessions to be confirmed.</p> <p>November 2021 update: Session held with SEND Partnership (operational SEND managers, PCF, VCSE) Plan for CDC Audit Tool phase I Baseline agreed 12th November. February 2022 agreed as deadline for completion of self-assessment to enable meetings with SENCO's.</p> <p>Plan to go to: SEND Delivery Group 18th November SEND Board 1st December AD for Education Learning and Skills SMT</p>	<p>Advanced Action</p>
			<p>Action 2.2.3 Periodic reporting of Self-Evaluation toolkit to the SEND Strategic Board.</p>	<p>SEND Strategic Leaders have a clear line of sight.</p>	<p>Inclusion on SEND Strategic Board agenda and associated reports. Metric: Reporting outcome of self-evaluation toolkit to SEND Strategic Board.</p>	<p>June 2020 – start of periodic reporting</p>	<p>To commence reporting from Summer Term 2021</p>	<p>January 2022 update: No change since November update</p> <p>November 2021 update: Appropriate reporting frequency to be determined following phase I audit.</p>	<p>In progress</p>

			<p>Action 2.2.4 Ensure that the Local Offer includes information about how to access support for the development of coproduction.</p>	<p>Parents, carers and families are using the Local Offer website for coproduction.</p>	<p>Self-reporting (qualitatively) by parents, carers and families of when and how they access the Local Offer in respect of coproduction resources. Technical metrics of Local Offer website 'hits'.</p> <p>Metric: Self-reporting parents, carers and families of us of Local Offer BAU – Yes Termly</p> <p>Local Offer website 'hits'</p>	<p>February 2020</p>	<p>April 2021</p>	<p>January 2022 update: Co-production page being populated and updated with new information regularly. This page will develop over time. The launch of the new local offer website will bring with it a co-production tile on the home page which will take the user directly to the co-production page.</p> <p>November 2021 update: Co-production page on the local offer continues to be developed. Navigation to the page has been reported by service users to not be easy. The website provider PPL is addressing this matter as part of the web site development. On the re-launch of the local offer website in December, there will be a co-production tile on the home page that will take users directly to the co-production webpage.</p>	<p>Advanced Action</p>
			<p>Action 2.2.5 Establish named champions for coproduction across services and agencies. We provide training and support and receive regular feedback on the effectiveness of coproduction in all services.</p>	<p>Shared understanding and promotion of the agreed coproduction approach and consistency of delivery.</p>	<p>Systematic process of qualitatively measuring coproduction experience. Metric: Materials for champions produced.</p>	<p>April 2020</p>	<p>February 2021</p>	<p>January 2022 update: Co-production event took place on 25th November. Session recorded and uploaded onto YouTube for parents, young people, and stakeholders unable to attend. Follow up session co-production completed on 13th December (attended by 30+ people) to discuss and begin to co-develop the start of a strategy for embedding co-production and participation principles and the hull co-production charter into everyday practice, including discussion about proposed co-production champions. Session recorded and content to be uploaded to YouTube and local offer co-production page. Session highlighted some concerns from parents about origins of proposed 'champions' and whether this idea had been co-produced. Further meeting held between parents, LA, and Health to talk through and listen to parents concerns and missed opportunities. Joint agreement reached to re-group early in 2022 to review information gathered from jamboard session and co-produce the next steps and actions. Audit will also be uploaded onto Local Offer co-production page</p> <p>November 2021 update: Co-production Champions coming forward following HCC comms, additional comms being shared as part Charter Launch Promotion.</p>	<p>Advanced Action</p>


								Champions Development Session Planned for 8 th December.	
2.3	Head of Service SEND HCC (Katie Marsden) Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson)	Ensure that children, young people and families are meaningfully engaged in routine commissioning, development and evaluation of services.	Action 2.3.1 Commissioning, development and evaluation of services for children with SEND is undertaken in accordance with the agreed SEND coproduction charter.	Children, young people and families report that they are meaningfully involved.	Systematic process of qualitatively measuring coproduction experience. Metric: Each identified method of coproduction is clearly reported against individually in terms of activity and qualitative feedback. Termly quality assurance exercise on sample of EHCPs in line with an agreed framework to monitor the engagement of parents and children at every stage. By October 2020 100% of samples should indicate appropriate level of engagement at every stage.	End of March baseline.	April 2021 onwards	January 2022 update: No further update at present. November 2021 update: Previous Young Persons Participation and Engagement Co-ordinator post currently vacant due to previous post holder leaving for another position.	In progress

3. Improved confidence in the EHCP process and EHC Plans in the local area

Additional Impact Measures:

- The percentage of service users and partners reporting satisfaction with the system and processes.
- Health and Social Care needs will be clearly identified in plans (target 80%)
- Where appropriate social care provision will be clearly recorded in either section H1 or H2 (target 80%)
- Where appropriate health provision will be clearly recorded in either section C or G (target 85%)
- Number of Single Route of Redress (SRR) appeals registered against sections D and H and/or C and G
- Number of EHC Annual Review local authority decisions reached and actioned within statutory timelines (target 90%)
- The percentage of those CYP with an EHCP receiving fixed term or permanent exclusions and or receiving education on a reduced timetable
- Number of cases where EHCP, LAC and/or Continuing care reviews have been aligned (target tbc - 10 cases over the next 6-12 months or 20 cases over 12 months?)

	Responsible Officers	Objective	Actions	Outcomes	Impact Measures and Milestones to be achieved	Start Date	By when	Progress to date	Action RAG
3.1	Head of Service SEND HCC (Katie Marsden)	To develop both an internal and partnership approach to the quality assurance of EHC Plans.	Action 3.1.1 Review and update current EHC Quality Assurance tools and ensure their use is embedded and consistent.	Improved EHC Plans which better represents a child or young person in all areas of their life, detailing SMART	Regular audits of EHC plans. Develop and report findings from on audit outcomes to the SEND Accountability Board on a quarterly basis.	March 2020	February 2021	January 2022 update: EHC baselining through the <i>invision 360 EHC audit tool</i> continues and in the process of baselining an 'auditor guidance tool' has been drafted to support auditors, with the aim of mitigating inconsistencies between auditors.	Advanced Action

	Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson)			outcomes and necessary provision.				<p>Feedback on Draft QA Framework document has been received by the EHC audit team and has now been shared with the SEND team for comment before sharing with wider partners for comment and final sign off and wider implementation.</p> <p>Once current auditors have completed a further round of baselining audits the audit team will be widened to include both social care, health, and senior managers.</p> <p> 29-10-21 Hull EHC Plan Quality Assuranc</p> <p>The Invision 360 tool also reports on moderation of decisions. Currently the reports identify significant differences between the auditors' judgments. It is anticipated that with further baselining and the use of the newly drafted auditors' tool, auditors' inconsistencies between auditors will be diminished.</p> <p>Initial baselining EHC audits have been completed on historical plans (2019 – 2020) and the initial report run reports 11% 'Good' 70% Requires Improvement 19.1% Inadequate</p> <p>Areas of strength Section A and B. Areas where improvements are required Sections, D, H1, H2, and F In view of current auditor inconsistency and relatively small number of plans audited to date, this data should be considered with caution.</p> <p>November 2021 update: Use of Invision 360 Audit tool presented and explained to small audit team. Baselining activity in progress as well as process for QA'ing auditors to ensure consistent application of audit tool across all members of the audit team. Initial baselining activity has confirmed the development/training work around sections E and F of the EHC plans which are informed by third parties. Initial QA Framework drafted and shared with initial audit team for initial comments.</p>	
3.2	Head of Service SEND HCC	Contributions from professionals to be fully reflected in EHC Plans.	Action 3.2.1 To randomly audit an agreed number of returned EHC information	Areas for development in information gathering identified	Report on random audits to detail qualitative and quantitative data in respect of professional partner's	April 2020	April 2021	<p>January 2022 update: SEND SW vacant post still in recruitment process. Whilst vacant SEND CW's have been escalating cases to managers where social care information is a concern.</p>	Advanced Action

	<p>(Katie Marsden)</p> <p>Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson)</p> <p>DCO NHS CCG (Tara Harness)</p>		<p>gathering forms from the past 6 months to assess the quality of information provided that is used to inform the EHC assessment and/or plan.</p>	<p>and understood. Corrective actions to then be initiated.</p>	<p>contributions to the EHC process.</p>			<p>Random audit of health information completed and identified a challenge around use of vague and non-specific wording resulting in challenges to the quality of both section E and F.</p> <p>Refreshed development training on requirements for writing information for an EHC assessment/plan has been delivered by SEND Team to health clinicians (initially with SLT).</p> <p>Alongside the standard practice of random audits, the SEND Team now consistently escalate to the attention of managers concerns about poor-quality, third-party information so actions can be taken.</p> <p>November 2021 update: Audit process for reviewing social care information is managed by SEND Team QSW. Post currently vacant out to for recruitment. Random audits will recommence once successful recruitment completed.</p> <p>Additional QA process in place which requires SEND Team Case Workers and SEND officers to bring examples of poor-quality information to the attention of the Team Manager and Head of Service.</p> <p>Training session arranged for 15.12.21 with Speech, Language and Therapy service to deliver how to provide good information for an EHC assessment.</p> <p>Initial meeting with DCO and 0-19 service to discuss pathway and central point of contact for invites and requests for information for EHC annual reviews to ensure EHC reviews more informed. Further meetings arranged to progress mapping out and understand resource implications/needs to facilitate this.</p> <p>DCO working with other DCOs and NHSE/I on the development of bitesize sessions specifically looking at an individual health service level as to what is good health information and advice for EHC assessments and plans. This has come from DCO/DMO network discussions which highlighted common themes in terms of the quality of health advice being reviewed by DCO/DMOs. These will be facilitated as 'lunch n learn' sessions and highlight areas of good practice for discussion and offer the opportunity for services on a regional footprint to network. Initial one on the 19th November is specific to CAMHS services and has already had responses from colleagues within Humber Foundation Trust for attendance. Once additional</p>	
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								resource recruited into the DCO model it is envisaged that QA of EHCP health advice will be undertaken on a regular schedule so that common themes can be feedback directly to the services via the service leads who attend the Health SEND Links Group quarterly.	
			<p>Action 3.2.2 To review and implement in partnership with CCG and health partners, updated processes and supporting guidance that gather health and medical information to inform the EHC plan assessment process.</p>	Timely and high quality health information informs robust, personalised and needs led EHC plans	Termly quality audits will evidence the quality and timeliness of health and medical information, care planning and provision	December 2019	April 2021	<p>January 2022 update: As part of EHC process SEND Team has started to manually collect data on whether third party information is provided within the statutory timelines or not. The logistics of this data collection method will be monitored. It is planned to collect this data consistently over the School Spring 2022 term.</p> <p>November 2021 update: Tara Harness DCO due to current commitments and increased demand through the system for operational support from the DCO there has been limited capacity to progress on this area. Focus has been over this period to progress the recruitment process for the two-part time Assistant DCO roles to support the present DCO both operationally and strategically as required to maintain progress against SEND actions plans across the two local areas presently covered by 1 x WTE.</p>	Advanced Action
			<p>Action 3.2.3 To draft in partnership with social care leads, an agreed process to gather social care information to inform the EHC Plan assessment process.</p>	Established and agreed process for gathering social care information.	Quarterly outcome of EHC audits will be reported to the SEND Board.	March 2020	April 2021	<p>January 2022 update: No further progress to report made since November 2021</p> <p>November 2021 update: Meeting with Social Care to discuss central point for requesting information to inform both EHC assessment and EHC annual review process.</p> <p>On successful recruitment of SEND SW – attendance at social care team meetings to be scheduled in to deliver briefings on EHC's, statutory duties and how to write good information for an EHC assessment/plan.</p> <p>Work with Principal SW to also schedule in and deliver webinars on EHC's to social care workforces.</p>	In progress
3.3	Head of Service SEND HCC (Katie Marsden)	To review and improve the performance of EHCP annual reviews including statutory timeline performance and measuring whether the outcomes agreed	<p>Action 3.3.1 To ensure data from EHCP Annual reviews is collected and collated to establish a baseline from which to measure improved performance and understand capacity to deliver statutory duties.</p>	Timely decisions will be reached by the Local Authority in respect of requested annual review amendments.	Number of decisions reached within four weeks of the date that the annual took place. (OR to make a decision within two weeks of the school sending it to the Local Authority.)	April 2020	April 2021	<p>September 2021 update. SEND Review update report completed (following significant benchmarking activity) and presented to CST In September with recommendations for increased capacity and possible alternative service structures. Report and recommendations presented to Informal Committee on 27.09.21 and recommendations for increasing capacity approved.</p>	Complete

		within an EHC plan have been met or not.						<p>Head of SEND to now work with HR to progress next steps in terms of recruitment.</p> <p>X2 Additional staff agreed on 6-month fixed term contracts pending outcome of SEND review report. Additional staff supporting EHC AR workers (2 agency Staff) to progress back log of EHC Annual reviews.)</p> <p>Whilst additional staff work on the EHC AR backlogs, overall capacity continues to cause challenges for EHC AR performance with monthly performance on the 4-week MAC decision remaining between 9 – 12% supported by the data below: (based on annual review paperwork received) EHC AR paperwork has been simplified and updated guidance provided for schools. EHC AR 's are also the focus for up-and-coming SENCO forums in the Autumn term.</p>	
			<p>Action 3.3.2 To review the SEND assessment and reviews teams capacity and take necessary action steps as required.</p>	<p>Adequate resource to manage the increased responsibility for facilitating progressing and amending EHC plans following an annual review.</p>	<p>SEND Team representation at annual reviews for KS2 Year 6 and KS3 Year 11. Number of decisions reached within four weeks of the date that the annual took place. (OR to make a decision within two weeks of the school sending it to the Local Authority.)</p>	<p>February 2020</p>	<p>December 2020</p>	<p>November 2021 update: Approved report has been presented at SCAM (trade unions), Job descriptions refreshed and now out for period of consultation. On closure of consultation period JD's will be presented to JE panel and then recruitment will commence. EP have successfully recruited.</p> <p>September 2021 update: As per 3.3</p>	Complete
			<p>Action 3.3.3 Work to align EHCP Reviews with other statutory review processes e.g., LAC reviews and Continuing Care.</p>	<p>Minimising the number of meetings young people, parents and professionals need to attend, reducing the need to revisit information that has already been discussed in other areas resulting in improved multi-agency engagement in SEND.</p>	<p>Number of aligned statutory reviews.</p>	<p>April 2020</p>	<p>April 2021</p>	<p>January 2022 update: Initial thoughts about how PEP, CIN and EHC reviews logistically can be aligned shared with partner agencies. Initial thoughts and comments also requested from parents and young people. Meeting scheduled for Feb 2nd 2022, to progress initial discussions</p> <p>November 2021 update: Increased proportion of PEP reviews scheduled in by VS a timely manner. Next step will be to work with VS to see how the PEP review can be aligned over time with EHC annual reviews.</p>	In progress
3.4	Head of Service SEND HCC (Katie Marsden)	To review in partnership the school consultation and school allocation process.	<p>Action 3.4.1 Develop and agree a consistent school consultation process that is transparent, timely and compliant with statutory duties.</p>	<p>More timely decisions on long term educational placements for children and young people.</p>	<p>Reduced MP enquiries and parent complaints. Number of registered SEND appeals against section I of the EHCP.</p>	<p>May 2020</p>	<p>April 2021</p>	<p>November 2021 update: School consultation process and documentation continues to be applied consistently and monthly school allocations is working well. Session delivered to SENCO forums to ensure understanding or process across all schools</p>	Complete

Accelerated Progress Plan following the SEND revisit in October 2019

								<p>September 2021 update: School consultation process now embedded and forms in use. Appropriate responses to a school consultation are scheduled for a SENCO Forum briefing. Where it is felt needed a two phased school consultation process is now in place, allowing schools to offer a meeting with the child/young person also.</p> <p>School allocation meeting process now embedded and occurring monthly.</p> <p>New Post 16 Consultation form has been developed and shared with post 16 settings. Further training on writing responses to consultation is to be delivered to post 16 providers. SENCO Forums in October 2021 will also include information on the Consultation process and legal responses.</p>	
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4. There is an effective strategy in place for jointly commissioning services across education, health and social care. (The SEND Engagement and Feedback Strategy will ensure all areas of improvement are informed by Parents and Young People) (Insufficient progress: Ofsted 2019)

Success measures for children and young people:

BAU scorecard is in action at regular managers meetings to use as performance measures monitoring.

- Timely EHCP assessments and review
- Exclusions and attendance
- Attainment and progress
- Early identification and notification
- Children with SEND have timely access to services needed – Waiting lists (ASD and SLT)

	Responsible Officers	Objective	Actions	Outcomes	Impact Measures and Milestones to be achieved	Start Date	By when	Progress to date	
4.1	Head of Operational Analysis, Research and Assurance HCC (Carol Brown)	Revise and improve a fully integrated Joint Strategic Needs Assessment (JSNA) to inform joint commissioning and planning of services for children and young people with SEND and their families.	Action 4.1.1 Address the following gaps in JSNA: <ul style="list-style-type: none"> • Early years • Health • Adult Social Care/Transition • 16+ • Voice/Engagement • Conclusions/recommendations • Education • Children’s Social Care 	Commissioning decisions are supported by a breadth of evidence-based needs analysis.	Commissioning decisions clearly articulated and supported by evidence linked to needs analysis. Metric: Completion on Needs Analysis	January 2020	April 2020	October 2020 update: JSNA complete and being summarised	Complete
	Assistant Director Health & Wellbeing HCC (Tim Fielding)		Action 4.1.2 Ensure that conclusions are fed into relevant groups and planning processes.	Commissioning decisions are supported by a breadth of evidence-based needs analysis.	SEND Strategic Board receive regular reports from Commissioning Leads. Metric: Regular reporting from SEND Managers responsible for commissioning.	April 2020	September 2020	December 2020 update: Draft joint commissioning strategy coproduced.	Complete
	Head of Performance and Programme Delivery NHS CCG (Estelle Butters)		Action 4.1.3 Utilise the outcomes of the coproduction self-evaluation feedback and quality measures to inform future JSNA, commissioning and service planning.	Embedded use of the full commissioning cycle.	Commissioning decisions clearly articulated and supported by evidence linked to needs analysis. Metric: Commissioning proposals are supported by evidence of need.	January 2021 onwards	April 2021 - embedded	January 2022 update: No change since November update November 2021 update: Co-production self-assessment due to be completed by Feb 2022. Result of Self-assessment will then be reviewed and inform future commissioning as appropriate.	In progress
4.2	Head of Operational Analysis, Research	Develop a performance and quality assurance framework to	Action 4.2.1 Develop, deliver and monitor a balanced scorecard for SEND.	Clear line of sight for SEND Strategic Board and wider	SEND Strategic Board approve the scorecard.	February 2020	April 2020	June 2020 update: High level scorecard established with routine monitoring in place. A more detailed set of metrics have been agreed to provide further	Complete

Accelerated Progress Plan following the SEND revisit in October 2019

	and Assurance HCC (Carol Brown) Head of Performance and Programme Delivery NHS CCG (Estelle Butters)	monitor, review and report the impact and outcomes of SEND services.		senior leadership in Hull of the delivery of SEND for children, young people and families.	Metric: Agreed set of reporting metrics received by SEND Strategic Board. BAU Scorecard is in action at regular managers meetings to use as performance measures monitoring. Timely EHCP assessments and review, Exclusions and attendance, Attainment and progress, Early identification and notification, Children with SEND have timely access to services needed (including assessment and intervention for ASD, Sensory Processing, SLT and short break services)			insight and intelligence, the format and presentation of these is a process of continual refinement.	
4.3	Head of Service SEND HCC (Katie Marsden) Strategic Lead for Children, Young People and Maternity NHS CCG (Bernie Dawson (CCG))	Formulating a joint commissioning strategy and action plan for SEND that will be used within a revised SEND strategy.	Action 4.3.1 Develop a coproduced final draft of the SEND joint commissioning strategy including the joint commissioning operational plan for approval at the SEND Strategic Board and other relevant strategic governance partnerships.	Clarity of SEND commissioning in a formal document that is owned by families as well as partner agencies.	Delivery of the SEND commissioning strategy. Metric: Strategy delivered	February 2020	February 2021	March 2021 update: SEND Joint Commissioning Strategy complete.	Complete
			Action 4.3.2 Launch the joint commissioning strategy across the partnership including the Hull Parent Carer Forum.	Stakeholders are all informed of the SEND commissioning strategy.	Strategy formally launched and in use following sign off by relevant Strategic Boards.	April 2020	February 2021	May 2021 update: Action complete.	Complete