

Leicestershire **SEND**



**Leicestershire local
area
Accelerated Progress
Plan
March 2023**



Name of the Local Area	Leicestershire
Date of original inspection	3 rd to 7 th February 2020
Date of re-visit inspection	14 th to 16 th November 2022
Date of publication of the revisit report	13 th December 2022
Accountable Officers from the LA and ICB	Jane Moore, Director of Children and Family Services, Leicestershire County Council Andy Williams, Chief Executive Leicester, Leicestershire and Rutland Integrated Care Board
SEND and NHS England Advisers	Dr Kevin Rowland, DfE SEND Adviser Tina Ward, NHSE SEND Adviser

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Co-Chair SEND Hub	Leicestershire SEND Hub (Parent Carer Forum)
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Co-Chair SEND Hub	Leicestershire SEND Hub (Parent Carer Forum)
TSIL Service Development	Newton Europe

Governance and accountability structures and processes
<p>The Leicestershire SEND and Inclusion Board is Co-Chaired between Alison Bradley, Interim Assistant Director for Education, SEND and Commissioning (LCC) and Sara Bailey, Assistant Director for Nursing and Personalisation (LLR ICB). The Board brings together all Local Area partners, including the Leicestershire SEND Hub. Key documents are agreed at senior level (LA, ICB and SEND Hub) before final sign-off at the SEND and Inclusion Board.</p> <p>The Board meets on a six weekly basis and oversees the development and implementation of the SEND and Inclusion Strategy (2020-23). The current Strategy has five priority areas that incorporate all activities included within the Written Statement of Action.</p> <p>In parallel to the Local Area SEND and Inclusion Strategy, in early 2022 the Local Authority embarked upon a major transformation programme known as Transforming SEND and Inclusion in Leicestershire (TSIL). Working closely with external change specialists, Newton Europe, TSIL is a</p>

programme of whole-system diagnostic review and development. The focus is to ensure that children and young people with SEND receive the right support at the right time, with a particular focus upon improving support at SEN Support stage of the SEND Code of Practice and addressing a post-covid increase in demand. The programme is being delivered in close partnership with the SEND Hub on behalf of parent/carers, health, education providers and other partners.

This Accelerated Progress Plan and on-going TSIL activity will be incorporated into a refreshed SEND and Inclusion Strategy 2023-26 that will be published in October 2023.

Governance Structure

→ Accountable to

- - - Reports to

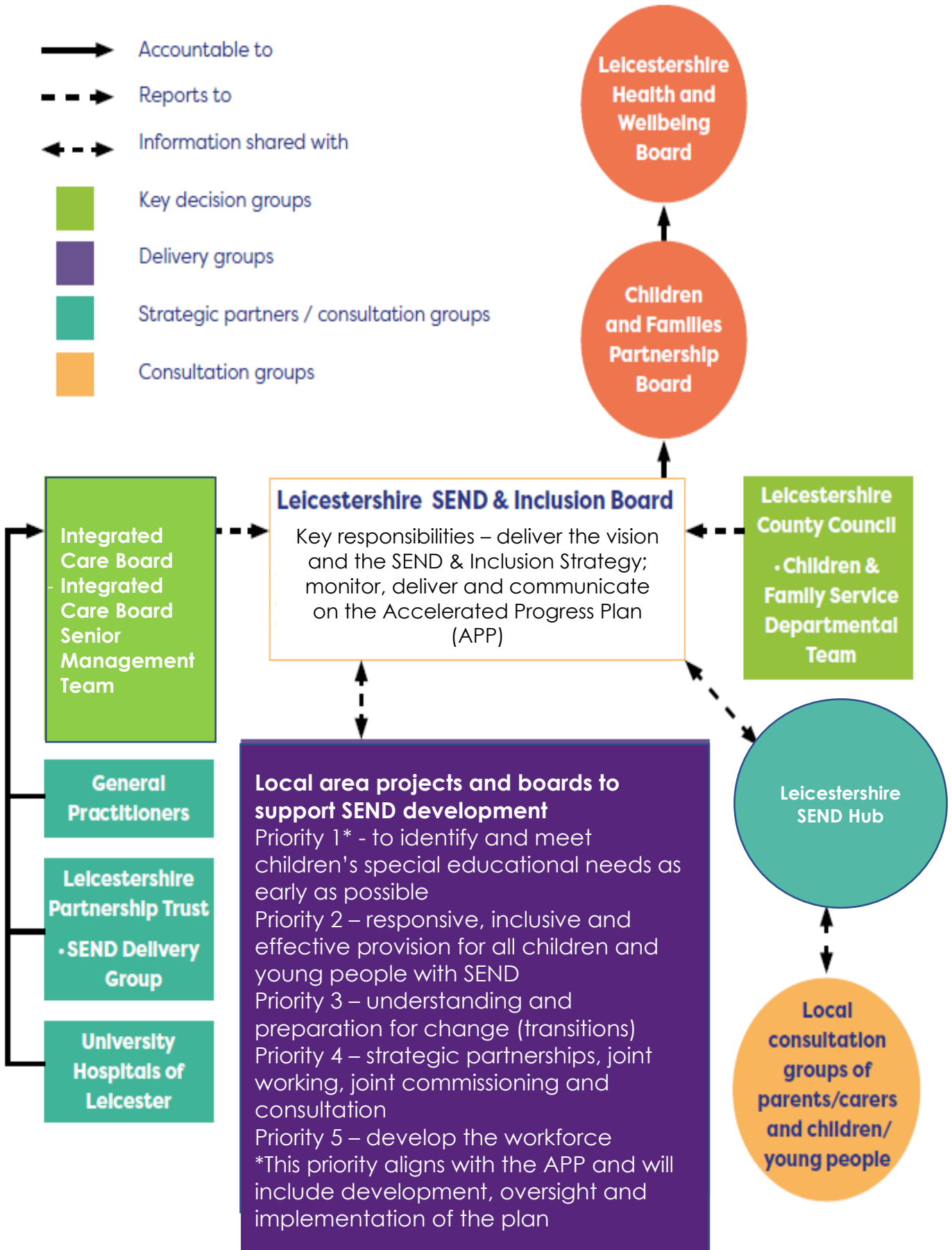
← - - - Information shared with

■ Key decision groups

■ Delivery groups

■ Strategic partners / consultation groups

■ Consultation groups



Purpose of Progress Plan

Ofsted and the Care Quality Commission (CQC) revisited Leicestershire between 14th and 16th November 2022 to assess whether the Local Area had made sufficient progress in addressing the two areas of significant weakness set out in the Written Statement of Action in 2020.

As a result of the SEND revisit, inspectors judged that the area had not made sufficient progress in one of the two areas:

Systemic weaknesses in the quality of EHC plans, including the following: the drawing up of EHC plans; the inaccuracy with which the plans reflect children and young people's needs; the absence of good-quality outcomes in EHC plans; the inconsistency with which plans include contributions from education and particularly health and care professionals; and the lack of any formal quality assurance framework to improve new and existing plans.

This plan sets out how we will make accelerated progress in this area.

Progress Key

The APP is a dynamic document that will remain under constant review and will change as work is progressed. Progress against actions within each priority will be rated as follows:

Action completed
(B)

Action on track
(G)

Action in progress
with minor delays (A)

Action significantly
delayed (R)

Action not yet
started (P)

BLUE: Agreement has been reached that the action has been completed

RED: The action is significantly delayed and is not meeting the deadline date/milestones set

AMBER: The action has started but there are some delays (maybe related to the progress of different services) and/or risks are associated with the completion of the action

GREEN: The action is on track to be by the deadline date / milestone

PINK: The action has not yet started. This may be because it is reliant on the actions to be completed before this action can start

The BRAG(P) rating will be used as part of the monitoring process going forward which will be undertaken by the Leicestershire SEND and Inclusion Board. Measures of improvement will be recorded within the progress columns along with milestone measures and a narrative to explain the journey towards completing the actions.

Impact measures will also be quantified where appropriate, for example, percentage of parental satisfaction, as the actions are delivered and embedded.

Operational Oversight

This accelerated progress plan reflects the high-level actions that will be taken across the Leicestershire local area. It will be the responsibility of operational managers to deliver and report upon specific actions through a more detailed workplan. An example of the workplan template is included at Appendix 1.

Strategic Priorities and Key Milestones

Area: Systemic weaknesses in the quality of EHC plans, including the following: the drawing up of EHC plans; the inaccuracy with which the plans reflect children and young people's needs; the absence of good-quality outcomes in EHC plans; the inconsistency with which plans include contributions from education and particularly health and care professionals; and the lack of any formal quality assurance framework to improve new and existing plans.

1. Quality of EHC Plans following initial EHC Needs Assessment: Consistent implementation of a robust, child-centred, statutorily compliant EHC needs assessment, with education, health and care joint working. This will deliver accurate identification of needs and provision for children and young people with SEND.

Accountable lead for area 1: Assistant Director Education, SEND and Commissioning (LCC)

No.	Accelerated action & completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
1.1	<p>We will reform the multi-agency EHC needs assessment process to strengthen legal compliance.</p> <p>We will implement this by end of September 2023.</p>	<p>Head of Change (TSIL) / SENA Service Manager (LCC)</p> <p>Designated Clinical Officer (ICB)</p>	<p>We will have an agreed process map, including multi-agency decision making processes, and practice guidance clarifying roles and responsibilities in line with the SEND code of practice (2015).</p>	<p>We will have evaluated a 3-month trial of multi-agency decision making processes and panels, agreed any amendments and signed off final procedures across agencies.</p>	<p>We will have embedded multi-agency decision making processes and panels into daily operations.</p>		<ol style="list-style-type: none"> 1. Process map 2. Practice guidance 3. Decision-making panel terms of reference. 4. Evaluation report of trial 5. Sign off documents (TSIL Programme, SEND and Inclusion Board) 	<ul style="list-style-type: none"> • At least 95% of decision to assess completed within 6 weeks. • At least 95% of responses to request for advice by service returned within 6 weeks. • EHC needs assessments completed within 20 weeks in line with national figure • Reduction in rate of appeals for both agreements to assess and issue as a % of overall EHC needs assessment decisions.

No.	Accelerated action & completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
								<ul style="list-style-type: none"> 90% of children and young people report that they feel well supported through their EHC plan in school
1.2a	<p>We will develop a set of multi-agency statutory advice exemplars and guidance for EHC needs assessment advice. This will ensure a child or young person's educational needs and specific provision are clearly set out.</p> <p>We will share this advice with all services by end of September 2023.</p>	<p>Disabled Children's Service Manager (LCC)</p> <p>Head of Change (TSIL) / SENA Service Manager (LCC)</p> <p>Acting Principal Educational Psychologist (LCC)</p> <p>Designated Clinical Officer (ICB)</p>	We will have established a working group, comprising of multi-agency advice givers, who will have drafted a report identifying both good practice and gaps.	We will have a set of exemplars for each professional discipline and guidance for writing EHC needs advice.	We will be confident that all new EHC needs assessment advice will be written to the agreed standards, so that they are in line with report exemplars and guidance for all new EHC plans.		<ol style="list-style-type: none"> Report analysing paperwork needs Summary notes of working group Set of exemplars for each discipline Guidance on writing for EHC needs advice sign-off (EHCP Learning Group, SEND and Inclusion Board) 	<ul style="list-style-type: none"> At least 90% of professional advice written for EHC needs assessment are a level 2 or higher in all QA domain measures. Further broken down into: <ul style="list-style-type: none"> Education Health Social care At least 85% of parents/carers and/or young people report that the statutory advice is representative of the person they report on.
1.2b	<p>We will develop a multi-agency EHC plan template that ensures a child or young person's educational</p>	<p>Head of Change (TSIL) / SENA Service Manager (LCC)</p>	We will have established the strengths and gaps of the current template and co-produced	We will have rolled out the new EHC plan template for all new EHC plans.			<ol style="list-style-type: none"> Report analysing paperwork needs Summary notes of working group Revised template for 	<ul style="list-style-type: none"> 90% of new issue EHC plans are a level 2 or higher in all QA domain measures. At least 85% of SENDCos report new

No.	Accelerated action & completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
	needs, outcomes and specific provision are clearly set out, alongside health and social care needs. We will implement this by July 2023.	Designated Clinical Officer (ICB)	an agreed EHC plan template, signed off by all stakeholders.				EHCP sign-off (TSIL programme, and SEND and Inclusion Board)	EHC plans are easy to use.
1.3a	We will identify multi-agency workforce needs to ensure EHC needs assessments are delivered within the legally set timeframe. We will have agreed a sustainable workforce model by January 2024.	Head of SEND (LCC) Head of Change (TSIL) / SENA Service Manager (LCC) Designated Clinical Officer (ICB) Disabled Children's Service Manager (LCC)	We will have commissioned additional educational psychology capacity, on a temporary basis, to reduce the backlog of statutory professional advice for EHC needs assessments.	We will have identified demand and capacity across all professional disciplines and considered the skill mix required across services.	We will have agreed a sustainable workforce model for local area services.	We will have submitted business cases for recurrent workforce funding.	<ol style="list-style-type: none"> 1. Report on demand and capacity across professional disciplines 2. Workforce model 3. Business plans 	<ul style="list-style-type: none"> • At least 95% of decision to assess completed within 6 weeks. • At least 95% of responses to request for advice by service returned within 6 weeks. • EHC needs assessments completed within 20 weeks in line with national figure
1.3b	We will deliver a multi-agency SEND training programme to ensure all staff	Head of Change (TSIL) / SENA Service	We will have co-designed a multi-agency SEND training programme to	We will have evaluated an initial pilot of the SEND training		We will have completed a 6-month rollout of training and	<ol style="list-style-type: none"> 1. Training plans 2. Training materials 3. Summary of co-design process 	<ul style="list-style-type: none"> • At least 85% of permanent staff within each of SENA, EPS, SALT, OT, PT, SEND CFWS workers

No.	Accelerated action & completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
	<p>understand their statutory duties for EHC needs assessments and the local processes which deliver these.</p> <p>We will begin rollout from October 2023.</p>	<p>Manager (LCC)</p> <p>Designated Clinical Officer (ICB)</p> <p>Acting Principal Educational Psychologist (LCC)</p> <p>Disabled Children's Service Manager (LCC)</p>	<p>reflect new local procedures and best practice and identified funding streams for delivery.</p>	<p>programme to a small group of core staff across education, health and social care; have agreed funding; and have a clear 6-month roll-out schedule agreed across all services.</p>		<p>an annual cycle of workforce refresher training will be established and signed off across agencies.</p>	<p>4. Evaluation of pilot</p> <p>5. Financial plans</p> <p>6. Roll-out schedule</p>	<p>and DCT have completed training.</p> <ul style="list-style-type: none"> • At least 65% parents report satisfaction of SENA communication during the EHC needs assessment process following the issue of an EHC plan. • At least 90% of new issue EHC plans are a level 2 or higher in all QA domain measures. • Following training sessions, professionals' confidence in their knowledge will be reported as at least 80%.

2. Quality of EHC Plans following amendment at Annual Review: An equitable and consistent process which ensures all EHC plans remain a relevant and accurate reflection of a child's or young person's needs, outcomes to be achieved and required provision.

Accountable lead for area 2: Assistant Director Education, SEND and Commissioning (LCC)

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
2.1	<p>We will reform the EHC annual review process and ensure capacity to effectively review a child or young person's progress on at least a yearly basis.</p> <p>We will implement this by October 2023.</p>	<p>Head of Change (TSIL) / SENA Service Manager (LCC)</p> <p>Head of Change (TSIL)(LCC)</p> <p>Designated Clinical Officer (ICB)</p>	<p>We will have an agreed process map and statement clarifying roles and responsibilities, in line with the SEND code of practice (2015).</p>	<p>We will have completed and evaluated a 3-month small-scale trial of agreed processes, with identified professionals and signed off final procedures across agencies.</p>	<p>We will have embedded an agreed, multi-agency annual review process into daily operations.</p>	<p>1. Process map</p> <p>2. Roles and responsibilities statement</p> <p>3. Decision-making panel terms of reference.</p> <p>4. Evaluation report of trial</p> <p>5. Sign off documents</p> <p>6. Transition review process (transition review points at Y-1, Y6, Y11, Y13)</p> <p>7. Transition review process for Y9</p> <p>8. Up-to-date EHC plans</p>	<ul style="list-style-type: none"> • At least 95% of annual review meetings are held within 12 months of the first issue/previous annual review. • Schools and professionals named within the EHC plan are given notice of at least a term to create reports at least 95% of the time. • At least 95% of annual review reports are sent to invitees within 2 weeks prior to the annual review meeting. • At least 95% of annual review meeting minutes are sent to LA within 2 weeks of the meeting. • At least 95% of annual review decisions are 	

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
							<p>communicated to parent/carers/young people within 4 weeks of the annual review meeting.</p> <ul style="list-style-type: none"> At least 95% of Annual Reviews that require EHC plan amendments will be completed within 12 weeks of the Annual Review meeting 90% of children and young people report that they took part or contributed their views for an Annual Review 	
2.2 a	<p>We will create a set of multi-agency report exemplars and guidance for EHC annual review advice.</p> <p>We will do this by end of September 2023.</p>	<p>Head of SEND (LCC)</p> <p>Disabled Children's Service Manager (LCC)</p> <p>Designated Clinical Officer (ICB)</p>	We will have established a working group comprising of multi-agency advice givers, who will have drafted a report identifying both strengths and weaknesses.	We will have a set of exemplars for each professional discipline and guidance for writing EHC annual review advice.	We will be confident that all EHC annual review advice will be written to the agreed standards, so that they are in line with report exemplars and guidance for EHC annual reviews.		<ol style="list-style-type: none"> Report analysing paperwork needs Summary notes of working group Set of exemplars for each discipline Guidance on writing for Annual Review advice 	<ul style="list-style-type: none"> At least 90% of professional advice written for EHC needs assessment are a level 2 or higher in all QA domain measures. Further broken down into: <ul style="list-style-type: none"> Education Health Social care
2.2 b	We will create a multi-agency EHC	Head of Change	We will have established	We will have an agreed			<ol style="list-style-type: none"> Report analysing 	<ul style="list-style-type: none"> At least 90% of EHC plans, following an

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
	<p>annual review template that ensures a child or young person's educational needs, outcomes and specific provision are kept up to date, alongside health and social care needs related to education.</p> <p>We will implement this by end of September 2023.</p>	<p>(TSIL) / SENA Service Manager (LCC)</p> <p>Head of Change (TSIL)(LCC)</p> <p>Disabled Children's Service Manager (LCC)</p> <p>Designated Clinical Officer (ICB)</p>	<p>the strengths and gaps of the current template and co-produced an agreed EHC annual review template and signed off with all stakeholders.</p>	<p>programme to roll out new EHC annual review template for all pupils.</p>			<p>paperwork needs</p> <ol style="list-style-type: none"> 2. Summary notes of working group 3. Revised template for EHCP 	<p>annual review update are a level 2 or higher in all QA domain measures.</p> <ul style="list-style-type: none"> • At least 85% of SENDCos report annual review paperwork is easy to complete. • At least 75% of parent/carers responding to the 'Make Your Voice Count' survey agree that outcomes within their child's EHCP are clear.
2.3	<p>We will deliver a multi-agency training programme to ensure all staff understand both their statutory duties for annual reviews and the local processes which deliver these, including school phase transitions and preparation for adulthood.</p>	<p>Head of SEND (LCC)</p> <p>Designated Clinical Officer (ICB)</p>	<p>We will have co-designed a multi-agency SEND training programme to reflect new local procedures and best practice and identified funding streams for delivery.</p>	<p>We will have evaluated an initial pilot of the SEND training programme to a small group of core staff across education, health and social care; have agreed funding; and have a clear 6-month roll-out schedule</p>		<p>We will have completed a 6-month rollout of training and an annual cycle of workforce refresher training will be established and signed off across agencies.</p>	<ol style="list-style-type: none"> 1. Training plans 2. Training materials 3. Summary of co-design process 4. Evaluation of pilot 5. Financial plans 6. Roll-out schedule 	<ul style="list-style-type: none"> • At least 85% of permanent staff within each of SENA, EPS, SALT, OT, PT, SEND CFWS workers and DCT have completed training. • At least 90% of EHC plans, following an annual review update, are a level 2 or higher in all QA domain measures. • Following training sessions, professionals' confidence in their knowledge will be

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
	We will implement this by end of September 2023.			agreed across all services.				reported as at least 80%.
2.4	We will update the EHC plan template, for all existing pre-2023 EHC plans, as part of a schedule linked to the annual review cycle. We will complete this by September 2027.	Head of Change (TSIL) / SENA Service Manager (LCC) Designated Clinical Officer (ICB)	We will have identified those plans that remain on the pre-2020 template.	We will have established a two-phase roll out programme for updates (pre-2020 and 2020-2023 plans), beginning in September 2023.			<ol style="list-style-type: none"> 1. Report on identified plans on template 2. Roll out plan 	<ul style="list-style-type: none"> • Number of existing EHC plans on pre-2020 paperwork decreases to 0% by September 2024. • Number of existing plans on 2020-2023 paperwork decreases to 0% by September 2027.

3. A rigorous multi-agency quality assurance process, which provides meaningful measures of performance, collecting both quantitative and qualitative data from across the tripartite system, to create a continuous review and improvement cycle with effective feedback into both strategy and operation.

Accountable lead for area 3: Assistant Director Targeted Early Help and Children's Social Care (LCC)

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
3.1	<p>We will review the current multi-agency SEND Quality Assurance and Learning Framework, (which collects key data (qualitative and quantitative) to measure performance across education, health and care system and throughout the key milestones of an EHC plan).</p> <p>We implement this by July 2023.</p>	<p>Head of SEND (LCC)</p> <p>Designated Clinical Officer (ICB)</p> <p>Disabled Children's Service Manager (LCC)</p>	<p>We will have full implementation of a revised SEND quality assurance and learning framework, with oversight from the SEND and Inclusion Board.</p>				<ol style="list-style-type: none"> 1. Revised EHCP audit 2. Schedule of audits 3. Analysis of EHC plan audit reporting to SEND and Inclusion Board. 	<ul style="list-style-type: none"> • At least 8 EHC plan audits completed and moderated at 2-month intervals (multi-agency audit). • At least 3 in depth (warm audits) case studies carried out each quarter. • Auditor and moderator generate the same score on 80% of audited plans.
3.2	<p>We will develop a set of EHCP audit measures and guidance to monitor compliance of both the professional advice</p>	<p>Designated Clinical Officer (ICB)</p> <p>Head of SEND (LCC)</p>	<p>We will have a set of co-produced audit guidance signed off.</p>				<ol style="list-style-type: none"> 1. Template for multi-agency EHC plan audit 2. Guidance for auditors. 	<ul style="list-style-type: none"> • At least 8 EHC plan audits completed and moderated at 2-month intervals (multi-agency audit). • At least 3 in depth (warm audits) case

No.	Action and completion date	Delivery Lead	Accelerated action key milestones				Evidence	Impact/KPI
			Month 3 June 2023	Month 6 September 2023	Month 9 December 2023	Month 12 March 2024		
	<p>and final EHC plan, in line with the SEND Code of Practice (2015).</p> <p>We implement this by July 2023.</p>	<p>Disabled Children's Service Manager (LCC)</p>					<p>studies carried out each quarter.</p> <ul style="list-style-type: none"> • Auditor and moderator generate the same score on 80% of audited plans. 	
3.3	<p>We will develop a set of EHCP audit measures and guidance to monitor compliance of both the annual review paperwork and amended EHC plan, in line with the SEND Code of Practice.</p> <p>We will implement this by October 2023.</p>	<p>Head of SEND (LCC)</p> <p>Designated Clinical Officer (ICB)</p> <p>Disabled Children's Service Manager (LCC)</p>		<p>We will have a set of co-produced audit guidance signed off.</p>			<ol style="list-style-type: none"> 1. Template for multi-agency EHC plan audit 2. Guidance for auditors. <ul style="list-style-type: none"> • At least 8 EHC plan audits completed and moderated at 2-month intervals (multi-agency audit). • At least 3 in depth (warm audits) case studies carried out each quarter. • Auditor and moderator generate the same score 80% of the time. 	

Accelerated Action Plan Gantt Overview

(no.)	Priority	0-6 months Implementation phase							6-12 months sustainability phase							12+ months			
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	My	Jun	Jul	Aug
1.1	We will reform the multi-agency EHC needs assessment process to strengthen legal compliance.		Process developed and agreed			3 month trial evaluated and final signed off		Embed process into daily operations	sustain →										
1.2a	We will develop a set of multi-agency statutory advice exemplars and guidance for EHC needs assessment advice. This will ensure a child or young person's educational needs and specific provision are clearly set out.		Identify good practice and gaps through multi-agency group			Develop set of exemplars and guidance for needs assessment advice		Embed into daily operations	sustain →										
1.2b	We will develop a multi-agency EHC plan template that ensures a child or young person educational needs, outcomes and specific provision are clearly set out, alongside health and social care needs related to education.		Identify strengths and gaps to co-produce template			Embed into daily operations		sustain →											
1.3a	We will identify multi-agency workforce needs to ensure EHC needs assessments are delivered within the legally set timeframe.		Temporary increase to EP capacity			Consider demand and capacity across local area		Agree a sustainable workforce model	Submit business cases for funding	Build workforce →									
1.3b	We will deliver a multi-agency SEND training programme to ensure all staff understand their statutory duties for EHC needs assessments and the local processes which deliver these.		Designed training and identified funding for delivery			Run pilot and have programme and schedule signed off		Roll out training programme across services and develop long term cycle of training				Continue training workforce →							
2.1	We will reform the multi-agency EHC annual review process and ensure capacity to effectively review a child or young person's progress on at least a yearly basis, making amendments where needed.		Process developed and agreed			3-month trial evaluated and final signed off		Embed process into daily operations	sustain →										
2.2a	We will create a set of multi-agency report exemplars and guidance for EHC annual review advice.		Identify good practice and gaps through			Develop set of exemplars and guidance for needs		Embed into daily operations	sustain →										

			multi-agency group	assessment advice		
2.2b	We will create a multi-agency EHC annual review template that ensures a child or young person educational needs, outcomes and specific provision kept up to date, alongside health and social care needs related to education.		Identify strengths and gaps to co-produce template	Embed into daily operations	sustain →	
2.3	We will deliver a multi-agency training programme to ensure all staff understand both their statutory duties for annual reviews and the local processes which deliver these, including school phase transitions and preparation for adulthood.		Designed training and identified funding for delivery	Run pilot and have programme and schedule signed off	Roll out training programme across services and develop long term cycle of training	Continue training workforce →
2.4	We will update the EHC plan template, for all existing pre-2023 EHC plans, as part of a schedule linked to the annual review cycle.		Identify pre-2020 plans	Establish phased roll out	Phased update to plans →	
3.1	We will review the current multi-agency SEND Quality Assurance and Learning Framework which collects key data (qualitative and quantitative) to measure performance across education, health and care system and throughout the key milestones of an EHC plan.		Revise and sign off on quality assurance framework	Embed into daily operations	sustain →	
3.2	We will develop a set of EHCP audit measures and guidance to monitor compliance of both the professional advice and final EHC plan, in line with the SEND Code of Practice (2015).		Co-produce audit measure and guidance with sign off	Embed into daily operations	sustain →	
3.3	We will develop a set of EHCP audit measures and guidance to monitor compliance of both the annual review paperwork and amended EHC plan, in line with the SEND Code of Practice.			Co-produce audit measure and guidance with sign off	Embed into daily operations	sustain →

Risk register

Reference	Date	Risk	Severity/Impact	Mitigation	Severity/Impact Post mitigation	Progress following action
RR1	6 th February 2023	Lack of capacity within SENA or elsewhere in the system means that quality and timeliness is adversely affected	High	TSIL programme to identify how to sustain capacity within the SEND system. Interim SENA capacity increases agreed.	Medium	
RR2	6 th February 2023	Staff across the local area do not have sufficient skills and training to produce high quality plans.	High	Induction for new recruits to services and regular learning and development opportunities. Quality Assurance to support specific CPD/training.	Low	
RR3	6 th February 2023	Lack of engagement and/or knowledge of partner agencies supporting the EHC assessment process will result in incomplete assessments and poor quality EHC plans.	High	DSCO role to develop advice writing for CFWS and social care staff Provide and monitor training for health staff through DCO.	Low	
RR4	6 th February 2023	An increased number of children considered to have SEND could place additional burden on SEND System that could impact on quality of EHC plans.	Medium	The Inclusive Practice workstream within the TSIL programme aims to work with schools in providing the right support to children and young people when needed	Low	
RR5	13 th February 2023	Timescale for discussion on development of new templates to ensure congruence across IT systems	High	Early discussion on new templates with Leicestershire Partnership Trust to identify necessary developments to be factored into plans	Low	
RR6	13 th February 2023	An increased number of children considered to have SEND could place additional burden on SEND System that could impact on communications with schools and parent/carers.	High	TSIL programme to identify how to sustain capacity within the SEND system. Interim SENA capacity increases agreed.	Low	

RR7	13th February 2023	There is an improvement in the quality of Education, Health and Care plans, but the provision included within EHC plans cannot be met across the SEND system	High	Performance and outcome data being developed within the TSIL programme and the use of this data to improve education sufficiency	Medium	
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Appendix 1: Workplan Skeleton Framework

(no.) Key Priority outline

		Lead	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	My	Jun	Jul	Aug
(no.)	Priority																			
MS3	<i>3 month milestone</i>					x														
MS6	<i>6 month milestone</i>								x											
MS9	<i>9 month milestone</i>											x								
MS12	<i>12 month milestone</i>															x				