NHS

Leicestershire
County Council

Joint area SEND inspection in Leicestershire

▶ **Written Statement of Action**

Update as at September 2022

Leicestershire
SEND

Section 1 - Purpose of Plan

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

Progress (BRAG(P)

Completed (B)	Good progress (G)	Progress with minor delays (A)	Little or no progress (R)	Yet to start (P)

The BRAGP rating above is used to inform the monitoring process undertaken by the Leicestershire SEND and Inclusion Board. At the start of the improvement journey some significant issues required immediate action and have either been completed or are underway at the point of submission of this WSOA. Milestone completion dates are included in the WSOA as the plan is monitored, which acts as a critical measure over the improvement period.

Wherever quantifiable, percentages of improvement are recorded within the progress columns along with milestone measures and a narrative to explain the journey towards completing the actions.

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

The summary table below contains three columns demonstrating progress:

- completed – status of the progress of the action at the end of each cycle
- impact – how has the action impacted on the experience of our service users
- sustained – is the action continuing to be worked upon

The column for **completed** uses the rating of **BRAG(P)**

The column for **impact** uses the rating of **RAG(P)**

The column for **sustained** uses a star rating:

Embryonic   *

Established   **

Embedded   ***

Not yet started P

Section 2 – WSOA summary

Focus area		Action	Reference	Completed	Impact	Sustained
AREA 1 - Absence of a Joint Commissioning Strategy	1.1	Joint Commissioning Strategy				
		Co-produce an accountability, governance and responsibility structure	1.1.1	B	G	***
		Develop and agree a new Joint Commissioning Strategy	1.1.2	B	G	***
		To produce a statement of purpose with a clear vision, framework and priorities for the development of joint commissioning of SEND in Leicestershire	1.1.3	B	G	***
	1.2	Identify new opportunities for joint commissioning of services across Education, Health and Care (mapping exercise)				
		Undertake a joint baseline assessment of current commissioned SEND services and identify any services or provision needs with an action plan prepared to address the gaps	1.2.1	B	G	***
		To produce an action plan to deliver effective integrated working	1.2.2	B	G	**
		Identify all budgets that are allocated to services that could be jointly commissioned	1.2.3	B	G	**
		Identify all gaps, needs and services, to determine opportunities for further commissioning	1.2.4	B	G	**
	1.3	Complete and publish an updated local area Joint Strategic Needs Assessment (JSNA) for SEND				
		Gather Leicestershire data across education, health and social care	1.3.1	B	G	***
		Gather policy and service information relevant to SEND	1.3.2	B	G	***
		Hold a workshop to understand the data and identify gaps and recommendations	1.3.3	B	G	***
		Align the priorities captured within the JSNA and identify gaps through a partnership workshop to determine priorities	1.3.4	B	G	***
	1.4	Develop an information and data dashboard to quality assure services and provision including EHE, CME, NEET and YOT cohorts				
		Establish a partnership data monitoring group	1.4.1	B	G	***
		Identify and agree the key performance indicators across education, health and care	1.4.2	B	G	**
		Secure routine data transfer and develop a system/process for gathering indicator information from different services (Elective Home Education and Not in Education, Employment or Training)	1.4.3	G	G	***
		Establish a format and schedule for reporting on EHC plan data	1.4.4	B	G	***
		Evaluate performance based on Key Performance Indicators, data and information to monitor, challenge and determine impact	1.4.5	G	G	*
	1.5	To develop and implement revised commissioning approaches, in partnership with children, young people, parents and carers, to ensure equity and alignment to the new strategy				
		To agree Short Break packages that are moderated regularly (frequency to be agreed) across the partnership including parents and carers (e.g. social care Short Break package)	1.5.1	B	G	***
	1.6	To establish multi-agency panel meetings to agree on: decisions to assess; issue plan and ISP placements				
		Prepare and agree Terms of Reference and panel documentation	1.6.1	B	G	***
		Schedule weekly meetings	1.6.2	B	G	***
		Clinical Commissioning Group to increase Designated Clinical Officer capacity	1.6.3	B	G	***
	1.7	Neurodevelopmental pathway				
		To co-produce and implement a NICE compliant and efficient revised Neurodevelopmental pathway	1.7.1	G	A	*
	1.8	Joint Solutions Panel				
		Review Terms of Reference	1.8.1	B	G	***
	1.9	To develop and secure partnership sign-up to a Joint Working Agreement				
		Legal team to check document	1.9.1	B	G	*
		Secure sign up across LLR ICB, LA and SEND Hub	1.9.2	A	P	P
	1.10	Communications – IT portal				
		IT portal (Local Offer information)	1.10.1	B	G	**

Focus area		Action	Reference	Completed	Impact	Sustained
AREA 2 – Quality of EHC plans	2.1	Statutory assessment processes				
		Review of statutory assessment process	2.1.1	B	G	**
		Revised process and pathway	2.1.2	B	G	**
		New EHC plan template	2.1.3	B	G	***
		Implement evaluation process	2.1.4	B	G	***
	2.2	Staff have knowledge and understanding of SEND reforms				
		Training opportunities for new SENA processes	2.2.1	B	G	***
	2.3	SEND Quality Assurance & Learning Framework				
		Develop and implement an EHC plan audit	2.3.1	B	G	***
		Audit guidance and template	2.3.2	B	G	***
	2.4	Improve health and social care contribution and timeliness to EHC plans				
		Regular review of EHC plans within improvement cycles	2.4.1	B	G	*
		Outcomes writing training	2.4.2	B	G	**
		Management oversight of quality of EHC plans and timeliness	2.4.3	B	G	***
		Define standards of health and social care advice for EHC plans	2.4.4	B	G	**
		Expansion of Autism Awareness training for Children and Family Wellbeing Service / social care staff	2.4.5	B	G	**
	2.5	IT system for SENA processes				
		Procurement of IT system – signed contract	2.5.1	B	G	**
		Parent/carer and partner engagement in the development	2.5.2	B	G	*
		Finalise project plan and timescales	2.5.3	B	G	***
		Develop guidance for all users	2.5.4	B	G	**
	2.6	Deliver a reliable Annual Review process				
		Revised process and single point of contact for health and social care advice	2.6.1	G	G	*
		Annual Review templates updated	2.6.2	B	G	**
		Data to be collected on annual review contributions from community health providers and social care	2.6.3	G	P	*
		Agreed contributions to be incorporated into amended plans following annual review	2.6.4	G	A	**
	2.7	Implement step across from SENA to Inclusion Service				
		Process well understood and timely	2.7.1	B	G	***
	2.8	An enhanced family support for SEND				
		Develop and embed values of inclusion and independence across the local area through a strengths-based approach	2.8.1	B	G	**
		Responsive processes for children and young people with EHC plan where requirements change or in times of crisis	2.8.2	B	G	***
		Launch SEN Support Handbook	2.8.3	B	G	***
	2.9	Communications				
		Join up processes embedded across the partnership	2.9.1	G	G	**

Section 3 - Local Area monitoring arrangements

with baselines established upon implementation of WSOA and targets agreed by Action Leads as identified within the plan

Monthly	
KPI's	Discussions and challenge held at LA Departmental Management Group and Education & SEND Senior Management Team and CCG SMT meetings

6-weekly	
WSOA interim reports on progress	Targeted WSOA updates to SEND and Inclusion Board (exception reporting of issues)

Quarterly	
WSOA formal reports on progress of actions within plan	Full WSOA update to SEND and Inclusion Board, NHSEi and DfE

Six-monthly	
Political oversight of WSOA	Full WSOA update to Children and Young People's Overview and Scrutiny Committee

Our Parent Carer Forum are strategic partners of the SEND and Inclusion Board, bringing the voice of our children and young people and their parents and carers into our monitoring. We will also, through the Written Statement of Action Group, engage our parent/carers in evaluating the progress that we are making on targeted areas, in line with our Written Statement of Action commitments.

Section 4 –

Glossary of Terms

Abbreviation	Definition
AR	**Annual Review**
ASD	**Autism Spectrum Disorder**
CCG	**Clinical Commissioning Group** Groups of GP's and other health professionals who come together in each area to commission the best services for their patients and population
CME	**Children Missing Education**
CQC	**Care Quality Commission** The independent regulator of health and social care in England
CYP	**Children & Young People**
DCO	**Designated Clinical Officer** Supports health services to make sure that they are meeting the needs of children and young people with special educational needs and disabilities (SEND), co-ordinating processes and assessments where health services are involved
DfE	**Department for Education** Responsible for children's services and education including early years, schools and further education policy, apprenticeships and wider skills in England
DMT	**Directorate Management Team**
EHC Plan/ EHCP	**Education, Health & Care Plan**
EHE	**Electively Home Educated**
EPS	**Education Psychology (Service)**
FYPC & LD	**Families, Young People, Children and Learning Difficulties**
HMCI	**Her Majesty's Chief Inspector**
HNB	**High Needs Block** Funding source from which children with special educational needs and disabilities have resources allocated to support their learning
HNDP	**High Needs Development Plan**
IDACI	**Income Deprivation Affecting Children Index** Measures the proportion of all children aged 0 - 15 years living in low income deprived families
IT	**Information Technology**
JCG	**Joint Commissioning Group**
JSNA	**Joint Strategic Needs Assessment**
KPI	**Key Performance Indicator**
LA	**Local Authority**

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LAC	**Looked After Children**
LO	**Local Offer**
LLR	**Leicester, Leicestershire and Rutland**
LPT	**Leicestershire Partnership Trust (Leicester, Leicestershire & Rutland)** Provides mental health, learning disability and community health services across Leicestershire
ND Pathway	**Neuro Developmental Pathway** Specialist service responsible for the assessment of neuro-developmental conditions such as Autism Spectrum Disorder and Attention Deficit Hyperactivity Disorder
NEET	**Not in Education, Employment or Training**
NHSEi	**National Health Service England and Improvement**
NICE	**National Institute for Clinical Excellence** Agency of the NHS charged with promoting clinical excellence in NHS service providers
ONS	**Office of National Statistics**
PCF	**Parent Carer Forum** Group of parents and carers of children with disabilities aiming to ensure that support services in their area meet the needs of disabled children
PEX	**Permanent Exclusion**
QALF	**Quality Assurance and Learning Framework**
RAG Rating	**Red, Amber, Green Rating**
SC	**Social Care**
SEIP	**Secondary Education Inclusion Partnership** A collaborative group of secondary schools working together to offer advice and support around risk of exclusion from schools
SEN Support	**Special Educational Needs Support**
SENA	**Special Educational Needs Assessment**
SENCO Net	**Special Educational Needs Co-ordinators Network**
SEND	**Special Educational Needs & Disabilities**
SENDIASS	**Special Educational Needs & Disabilities Information and Assessment Support Service**
SENO	**Special Educational Needs Officer**
SMART	**Specific, Measurable, Achievable, Realistic and Timely**
STS	**Specialist Teaching Service** Works with partners to provide co-ordinated and effective support and advice for children and young people with special educational needs
TOR	**Terms of Reference**
WSOA	**Written Statement of Action**
YOT	**Youth Offending Team**
YP	**Young People**

Appendix 1 –
Schedule of progress review sessions

that have taken place across the partnership in order to continue to co-produce this Written Statement of Action.

Date	Who	Actions
15th January 2021	K Rowland (DfE), P Sumner (LCC), T Common (LCC), B Wile (LCC), S Rigby (PCF), C West (CCG), S Hardcastle (CCG), C Davis (LCC)	DfE Highlight Report 1
18th January 2021	Written Statement of Action Leads	WSOA Group meeting
18th March 2021	K Rowland (DfE), P Sumner (LCC), T Common (LCC), J Young (CCG), C West (CCG), C Davis (LCC)	DfE Highlight Report 2
23rd March 2021	Priority 1 action leads	Priority 1 group meeting
27th April 2021	Priority 4 action leads	Priority 4 group meeting
28th April 2021	LLR SEND Joint Commissioning	LLR SEND Joint Commissioning Working Group
15th June 2021	Priority 1 action leads	Priority 1 group meeting
16th July 2021	K Rowland (DfE), P Sumner (LCC), T Common (LCC), J Young (CCG), C West (CCG), C Davis (LCC), S Bailey (CCG), L Engels (Leicestershire SEND Hub), G Bowers (Leicestershire SEND Hub)	DfE Highlight Report 3
10th August 2021	Priority 1 action leads	Priority 1 group meeting
11th August 2021	LLR SEND Joint Commissioning	LLR SEND Joint Commissioning Working Group
7th September 2021	LLR SEND Joint Commissioning	LLR SEND Joint Commissioning Working Group
5th October 2021	Priority 1 action leads	Priority 1 group meeting
5th October 2021	Collecting voice of young people – C Davis (LCC)	Pupil's ASD Forum

6th October 2021	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
11th October 2021	K Rowland (DfE), P Sumner (LCC), T Common (LCC), C West (CCG), C Davis (LCC), S Bailey (CCG), L Engels (Leicestershire SEND Hub)	DfE Highlight Report 4
13th October 2021	L Engels (Leicestershire SEND Hub), J Oram (LCC), K Wells (LCC), K Jansen (LCC)	Holistic outcomes in EHC plans with Council for Disabled Children
3rd November 2021	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
24th November 2021	Young people from across Leicestershire	SEND Peer Challenge
25th November 2021	Professionals meeting SEND Peer Challenge team	SEND Peer Challenge
25th November 2021	Parent/carers meeting SEND Peer Challenge team	SEND Peer Challenge
30th November 2021	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
16th December 2021	Priority 1 action leads	Priority 1 group meeting
19th January 2022	P Sumner (LCC), C West (CCG), S Bailey (CCG), C Davis (LCC)	WSoA Strategic Oversight
24th January 2022	K Rowland (DfE), J Moore (LCC), P Sumner (LCC), T Common (LCC), C West (CCG), C Davis (LCC), S Bailey (CCG), L Engels (Leicestershire SEND Hub)	DfE Highlight Report 5
1st February 2022	P Sumner (LCC), C West (CCG), S Bailey (CCG), T Common (LCC), A Bradley (LCC), C Davis (LCC)	WSoA Steering Group
2nd February 2022	T Common (LCC), C Allison (LCC), K Wells (LCC), L Sawyer (LCC), A Street (LCC), K Alexander (LCC), C Davis (LCC)	WSoA – Quality of EHCP's
10th February 2022	G Dakin (LCC), H Middleton (LCC), J Harrison (LPT), C Davis (LCC)	WSoA – Social Care and Health contributions to EHCP's
15th February 2022	P Sumner (LCC), C West (CCG), S Bailey (CCG), T Common (LCC), A Bradley (LCC), C Davis (LCC), R Murphy (SEND Hub), L Engels (SEND Hub)	WSoA Steering Group
28th February 2022	T Common (LCC), G Dakin (LCC), K Emmerton (CCG), G May (CCG)	WSoA - Outcomes
9th March 2022	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
14th March 2022	T Common (LCC), H Middleton (LCC), S Rigby (Parent), B Bye (Headteacher), K Wells (LCC)	WSoA – Quality of EHCP's
24th March 2022	T Common (LCC), A Siddons (LCC), K Emmerton (CCG), G May (CCG), K Alexander (LCC), C Davis (LCC)	WSoA – Quality of EHCP's

27th April 2022	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
16th June 2022	J Moore (LCC), C West (CCG), S Bailey (CCG), T Common (LCC), A Bradley (LCC), C Davis (LCC), K Emmerton (CCG), J Dunning (CCG)	WSoA oversight
22nd June 2022	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
10th August 2022	LLR SEND Joint Commissioning Working Group	LLR SEND Joint Commissioning
6th September 2022	K Rowland (DfE), D Ward (NHSE/I), A Bradley (LCC), T Common (LCC), C West (CCG), J Moore (LCC), C Davis (LCC), S Bailey (CCG), L Engels (Leicestershire SEND Hub)	DfE Highlight Report 6

Appendix 2 – High Needs Funding Development Plan

This plan outlines actions and monitors progress towards ensuring children and young people with Special Educational Needs and/or Disabilities (SEND) receive the right support, at the right time, and in the right setting. This is a key focus of the County Council's High Needs Block (HNB) Programme. Progress is monitored monthly through the High Needs Block Programme Board with RAG rated highlight reports including risks, issues and mitigations for each of the workstreams outlined below.

The programme of work was established in response to:

X Capital investment of £30m by the council to create more SEND places locally in response to increased demand

X Significant increases in requests to the council for additional support for children and young people with SEND. This is expected to continue for at least the next five years

X The need to improve the quality of SEND support and Education, Health and Care Plans (EHCPs) so that children and young people with SEND experience better outcomes.

X Financial pressures due to increased SEND demand and increased costs.

X The programme will need to carefully consider how support can be delivered to ensure the resources available are being used to meet the needs of as many children and young people as possible. To achieve its vision, the programme of work is made up of eight workstreams each with its own purpose and objectives:

X Sufficiency & Buildings to provide additional places for children and young people with SEND now and in the future. This includes developing new special schools and resource units within mainstream provision.

X Inclusion to provide support to mainstream schools which will enable children and young people to access learning within their local area and in mainstream schools where possible.

X SEND Commissioning & Strategy to provide a strategic framework that results in better joint planning and commissioning across education, health and social care that enables children to thrive throughout their education and into adulthood.

X Right Place at the Right Time to ensure that all children with SEND are in the most appropriate setting for them, within the resources available.

X SEND Whole System Review to develop more efficient SEND processes to improve the experiences for children and young people, and their families.

X Contracts & Commissioning to ensure that the SEND placements and services the council buys meet the needs of children and young people with SEND and provide value for money.

X Quality Assurance Framework to develop and implement a framework which ensures greater consistency and improved quality in EHCPs and SEND support. It will also ensure staff working with children and young people with SEND work within a culture which acts on lessons learnt and recognises good practice.

X Whole School Reviews to work with settings to identify whether the funding they receive to support children and young people with SEND could be used more efficiently whilst enabling creative and innovative ways of working.

Appendix 3 -

SEND and Inclusion Strategy

https://www.leicestershire.gov.uk/education-and-children/special-educationalneeds-and-disability/where-to-start-with-send/send-strategic-development