

Summary of recommendations to the executive and executive responses [SEND Provision]

Recommendation No. 1	<u>Accessibility Plans</u>			
	That the executive includes the updating of the Local Authority Accessibility Plan as a priority in the Children with Disabilities Strategic Action Plan 2019-2020.			
Executive Response	The Executive accepts this recommendation in part. The Executive accepts the need to finalise and publish the updated Accessibility Plan within the 2019-20 cycle. It does not accept the need for this to be included in the new SEND Strategic Action Plan (formerly CWD strategic Action Plan) as this captures new development work rather than the final completion and sign off of an item that was recorded in the previous plan.			
Action	Owner	By When	Target/Success Criteria	Progress
To finalise and update the Accessibility Plan	Team Leader for Physical and Sensory Services	March 2020	Accessibility Plan agreed and in place	

	<u>Information to parents following initial assessment of SEND and tell us once approach</u>			
Recommendation No. 2 (i)	That the executive investigates further methods to emphasise and promote co-production to parents in initial correspondence and at the family conversation.			
Executive Response	The Executive accepts this recommendation in full. Work has already commenced with the Herefordshire Parent Carer Voice on the re-modelling of the family conversation.			
Recommendation No. 2 (ii)	That the executive investigates the establishment of a ‘tell us once’ approach and explore methods for greater access to information for practitioners in the SEND sector when working with parents and carers.			
Executive Response	The Executive accepts this recommendation in full.			

	A tell us once approach has been a feature of the last CWD strategic Action Plan. In an attempt to establish the 'tell us once' approach, a trial was conducted for 'link working' as described in the Early Support guidance but this was dropped as the main benefit to families was on matters such as benefit advice rather than a lack of join up between professionals as had been intended. The Wiki me (a family held information record) is the current vehicle for developing this approach as it leaves families 'in control'.			
Action	Owner	By When	Target/Success Criteria	Progress
Work is completed on the remodelling of the family conversation	Interim SEN Manager	Dec 2019	Parent Carer Voice agree that family conversation process is fit for purpose	
Work on Wiki me development continues to achieve a 'critical mass' to ensure sustainability	SEND Partnership Officer	March 2021	The number of users is sustainable	

	<u>Advice, Support and Communication</u>
Recommendation No. 3 (i)	That the executive investigates accessible and user-friendly forms of communication, including videos and webinars, to raise the awareness of parents and carers of SEND legislation, rights and responsibilities.
Executive Response	The Executive accepts this recommendation in full. The executive accepts this recommendation in full and will incorporate it into ongoing development of the SEND Local Offer.
Recommendation No. 3 (ii)	That the executive examines examples of best practice at other local authorities to communicate SEND legislation, rights and responsibilities to parents and carers.
Executive Response	The Executive accepts this recommendation in full. The officer responsible has already reviewed a range of Local Offer sites from other local areas. We will continue to look at examples from other areas.

Action	Owner	By When	Target/Success Criteria	Progress
Continue to look at examples of Local Offer web pages that are recognised as good.	SEND Partnership Officer	April 2020	Examples of high quality are identified	
Local Offer continues to be updated and includes easy read materials, uses video and other media to improve the accessibility of the information in conjunction with the parent carer forum.	SEND Partnership Officer	April 2020	Improved views on Local Offer from parents and carers	

	<u>Quality of assessments, consistency of identification and SEND type</u>
Recommendation No. 4 (i)	That the executive ensures that over-identification is raised in appropriate forums such as the SENCO Conference and Head Teacher Groups.
Executive Response	The Executive accepts this recommendation. Recent figures show that the percentage of the school population identified as SEND is reducing (4% lower) following conversations with schools by the Education, Skills and Development Division of Children and families. This work will continue until Herefordshire is in line with the England average
Recommendation No.4 (ii)	That the executive investigates methods to challenge schools which use the 'other' category in the schools census relating to type of SEND.
Executive Response	The Executive accepts this recommendation in full and would like recent work recognised. The use of 'other' has also reduced dramatically following some excellent work by the schools performance team. This needs to be reviewed to see if any further work is required.

Action	Owner	By When	Target/Success Criteria	Progress
Conversations with schools regarding accurate identification of SEND are continued through SENCO network meetings and Head teacher meetings.	Head of Additional Needs	Dec 2020	Proportion of the population identified is at national average	

	<u>Guidance on meeting SEND through an appropriate and proportionate range of interventions</u>			
Recommendation No. 5 (i)	That the executive expedites the finalising of the graduated response document which identifies the most effective approaches to address different types of SEND.			
Executive Response	This recommendation is accepted in full. The Herefordshire Graduated Response document is ready for publication			
Recommendation No. 5 (ii)	That the executive undertakes additional measures to publicise to local schools the current consultation relating to the graduated response.			
Executive Response	This recommendation is accepted in full. A second round of school consultation where schools were encouraged to respond has taken place			
Recommendation No. 5 (iii)	That, on completion, the executive should ensure that the graduated response document is added to the Local Offer/WISH and should ask local schools to add a link to the graduated response to their websites.			
Executive Response	This recommendation is accepted in full. The Herefordshire Graduated Response document will be launched in September 2019 and published on the Local Offer/WISH.			

Action	Owner	By When	Target/Success Criteria	Progress
Herefordshire Graduated Response document is launched and published on the Local Offer/WISH	Principal Educational Psychologist	September 2019	Document published and circulated	

Recommendation No. 6	<u>Dispute resolution in joint commissioning arrangements</u>			
	That the executive and Herefordshire CCG expedite the completion and introduction of a dispute resolution process as required by Section 26 of the Children and Families Act 2014.			
Executive Response	The Executive accepts this recommendation and agrees that a formal, written dispute resolution process needs to be written.			
Action	Owner	By When	Target/Success Criteria	Progress
A formal, written dispute resolution process is written	Children's Joint Commissioning Manager	December 2019	Process agreed between Council & CCG	

Recommendation No. 7 (i)	<u>Areas of deprivation and SEND identification</u>			
	That the executive:			
	<ul style="list-style-type: none"> • examines trends relating of the identification of SEND in deprived areas (e.g. by child deprivation indicators, type of need etc); • determines any contributory factors, including socio-economic, towards higher levels in such areas; and, • investigates how early help and other preventative services can assist. 			

Executive Response	The Executive accepts the recommendation in full. The Executive will review the data on the link between socio-economic factors and SEND. It is also keen to extend this to examine the link between SEND, Early Help and Social care interventions.			
Recommendation No.7 (ii)	That the executive supports and promotes the use of early intervention services in areas of relative deprivation to assist in the identification of SEND and the raising of awareness of services and eligibility.			
Executive Response	The Executive accepts the recommendation in full. The Early Help teams will receive additional training in the identification of SEND to support them in their assessment			
Action	Owner	By When	Target/Success Criteria	Progress
To produce a map of SEND need across Herefordshire and to consider the resulting information it provides	Manager of the Education Performance team	April 2020	Map produced and results analysed	
Early Help teams will receive additional training in the identification of SEND to support them in their assessment	SEN Manager	April 2020	Training delivered	

	<u>SEND Information, Advice and Support Service (SENDIASS)</u>			
Recommendation No. 8 (i)	That the executive encourages all schools, services and elected members to promote the profile of SENDIASS.			
Executive Response	The Executive accepts the recommendation in full to promote the role of SENDIASS, which can be done alongside raising the profile of SEND overall			
Recommendation No. 8 (ii)	That the executive works with the service to further develop guidance relating to the family conversation to ensure that it is an effective and useful tool for parents/carers, which also provides an overview of the 'emotional journey' families were likely to undertake.			

Executive Response	The Executive accepts the recommendation to work with SENDIASS on the Family Conversation Document			
Recommendation No. 8 (iii)	That the executive investigates potential sources of sustainable funding for SENDIASS to ensure the service was able to make long-term development plans.			
Executive Response	<p>The Executive accepts the recommendation. The executive accepts that, after a period of interim arrangements, the service now needs to be developed on a more long-term and stable footing. The intention will be to embed the current partnership arrangement with Worcestershire County Council.</p> <p>With regard to funding, the core level of per head of population resource in Herefordshire already compares well to other areas. However, the executive accepts that the service should, where ever possible, benefit from additional grant funding opportunities that can further enhance and sustain its support for SEND children and their families.</p>			
Recommendation No. 8 (iv)	That the executive arranges an all-member seminar to focus on the role of SENDIASS, to be provided as part of broader training.			
Executive Response	The Executive accepts the recommendation to arrange an all member seminar with a focus on the work of SENDIASS.			
Action	Owner	By When	Target/Success Criteria	Progress
i. Promote SENDIASS via council & schools e-bulletins	Manager of SENDIASS	September 2019	Articles published	
ii. Additional Needs Service involves SENDIASS in ongoing development of family conversation guidance	Head of Additional Needs	March 2020	Guidance reviewed and updated	
iii. Enter into long-term relationship with Worcestershire County Council to ensure sustainable development	Children's Joint Commissioning Manager	January 2020	Council decision taken & new service level agreement reached	

iv. Bid for central government funding opportunities that may arise	Manager of SENDIASS	Ongoing	Grant funding secured	
v. SEND and SENDIASS overview to be offered at all-member seminar	Manager Democratic Services	December 2019	Overview delivered	

Recommendation No. 9	<u>Engagement with the Parent Carer Voice</u>			
	That the executive engages with the Parent Carer Voice to co-produce a planned schedule of engagement between the group and selected councillors.			
Executive Response	This recommendation is accepted and will be built into the 2019-20 SEND Strategic Action Plan.			
Action	Owner	By When	Target/Success Criteria	Progress
To develop an agreed programme of co-production and collaboration in relation to the SEND Strategic Action Plan assisted by 'Contact'	Chair of Herefordshire Parent Carer Voice and SEND Partnership Officer	Oct 2019	Programme agreed and understood by all	

Recommendation No. 10	<u>EHC Plan advice</u>			
	That the executive investigates the provision of training to practitioners in other services/agencies to understand and apply accurately the threshold for statutory assessment that may lead to an EHC Plan.			
Executive Response	The Executive accepts the recommendation and agrees to continue a rolling programme of training to practitioners for all statutory agencies. The following have been trained in the past 12 months:-			

	<ul style="list-style-type: none"> • Children's Social Care Managers • Wye Valley Health Trust staff • Adult Social care team managers • The following are planned: • CAMHS staff • Therapy Staff (Wye Valley Staff) 			
Action	Owner	By When	Target/Success Criteria	Progress
To continue to offer training to different groups of staff regarding the SEN system, what the threshold for an EHC Plan and what constitutes good advice from professionals that will contribute to an EHC Plan	SEN Manager	Dec 2021	All relevant groups trained.	

	<u>Multi agency attendance at annual reviews of EHC Plans</u>			
Recommendation No. 11	That the executive considers methods to increase the attendance of and input from multi-agency partners in annual reviews of EHC Plans.			
Executive Response	<p>The Executive accepts the need to consider attendance at annual reviews.</p> <p>It should be stressed that attendance of all partners is not always necessary or possible at Annual Reviews. The key aspect is that the relevant information is provided two weeks in advance of the review in order to allow the school or setting to circulate information which in turn allows parents or carers to read and understand the information.</p> <p>The first action is to establish evidence of current patterns of attendance and input from different agencies through sampling of review documentation.</p>			
Action	Owner	By When	Target/Success Criteria	Progress
A 'dip sample' of annual reviews is conducted to determine the proportion of reviews where appropriate information is provided and by which agencies	SEN Manager	Dec 2019	A baseline picture is established	

<p>Recommendation No. 12 (i)</p>	<p><u>SEND Continuous Professional Development</u></p> <p>(i)That the executive allocates funding to a comprehensive programme of Continuous Professional Development (CPD) relating to SEND for schools, early years and further education settings in Herefordshire.</p>
<p>Executive Response</p>	<p>The executive accepts the recommendation in full although the following explains the view of a 'comprehensive' CPD offer:-</p> <p>The responsibility for CPD in educational settings lies with the setting itself and most local areas have moved away centrally funding large programmes of CPD. There is a national expectation that resource exists in school budgets and through teaching schools. Schools are responsible for identifying their training needs around SEND. However, it does that there are some priority areas that need the executive to 'pump prime' in order that they attain sufficient profile. Therefore the following are identified as priorities:-</p> <p>The Executive has recently agreed to fund autism training to all schools and other settings across the County. This is an ambitious programme in its own right and was identified as a priority in the Herefordshire Autism Strategy to train professionals from across all statutory agencies. This is also something that has gained national profile through the Autism Act.</p> <p>£800k has been allocated from the dedicated schools grant by the Herefordshire Schools Forum to the solid roots initiative which focuses on training practitioners to deliver parenting programmes and speech and language activity. The parenting programmes are aimed at addressing some aspects of social, emotional and mental health needs (SEMH) needs.</p> <p>The Executive also recognises that it needs to ensure that schools know where they can access training on SEND. There is an existing and comprehensive network of support through which educational settings can access support and training. As part of this, settings can access training from the physical and sensory teams (on hearing impairment, visual impairment and physical disabilities), from Hampton Dene Primary on autism through their autism resource base and on behaviour management and manual handling from the Behaviour Support Team. Our special schools will also provide CPD to mainstream settings upon request. There are also a number of other independent providers of training operating in Herefordshire and these are identified on the Local Offer.</p> <p>The Council works with the Marlbrook Teaching School to offer SENCO Network meetings and the annual SENCO Conference which form another component of the existing CPD Offer.</p>

Recommendation No. 12 (ii)	That the executive investigates the professional development for the early years phase and the potential for training to be rolled out to all private/voluntary sector and school nurseries. The group also recommends that the executive investigates the completion of EHC Plans in nursery settings for children between the ages 2-4.			
Executive Response	<p>The Executive accepts the recommendation</p> <p>There is a longstanding programme of Council-run CPD offered to all EY settings through network meetings. SEND is part of this programme. This is reviewed regularly to ensure it meets the needs of EY providers and the children they work with. It is intended that autism awareness training will also be provided for EY practitioners.</p> <p>An investigation into why more 2-4 year olds do not have their EHC Plans written at an early stage has already been conducted. This concluded that for many very young children, it was preferable to see if their development eliminated any delay or difficulty being experienced initially. It is also important that sufficient assessment information is gathered in an educational context in order to produce a meaningful plan following a 20 week process. This does not mean that resource cannot be accessed without an EHC Plan and where parents have concerns about this approach, this can be discussed with the SEN Team.</p>			
Action	Owner	By When	Target/Success Criteria	Progress
1. Autism training delivered across the county	Head of Additional Needs and EY SEND Manager	Dec 2022	80% of Herefordshire's schools and FE colleges engage in the training 80% of Herefordshire's EY settings have a representative trained	
2. Solid Roots programme successfully delivered	Public Health Consultant	April 2021	Programme delivered as planned	

3. SENCO Conference to be delivered as a collaboration between Council and Marlbrook Teaching School	Head of Additional Needs	July 2020	Event planned and takes place	
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Recommendation No. 13	<u>Multi-agency mapping and child-centred team</u>			
	That the executive investigates a multi-agency approach to the creation of a map of need across Herefordshire and to work with partner organisations to consider child-centred virtual teams to tackle the identified needs.			
Executive Response	The Executive accepts the recommendation. It will attempt to map need across the County and will consider the idea of 'virtual teams' if the analysis from the mapping suggests there would be a benefit in implementing the idea.			
Action	Owner	By When	Target/Success Criteria	Progress
To produce a map of SEND need across Herefordshire and to consider the resulting information it provides	Manager of the Education Performance team	April 2020	Map produced and results analysed	