

Example of Covering email

Dear Colleague

I now enclose the template which will be used for this year's HN place consultation. The format has changed considerably from last year and this is due to the fact that we want this exercise to cease being an annual, one-of process and for it to become part of an ongoing dialogue between commissioning, SENSTART and our HN providers.

The new format is intended to:

1. capture inputs from key players – commissioning, providers, SENSTART
2. provide an opportunity to review previous actions.
3. share and use more contextual data such as budgets, whole school profile
4. share data and trend analysis tailored to each provider type and to better inform the consultation eg school capacity and population is nearly static but EHCPs are increasing and SEN support is decreasing
5. introduce place profiling and longer term projections

The format will evolve with time and especially as it will need to feed into a new sufficiency and commissioning model being developed by the Children's Integrated Commissioning Hub CICH, SENSTART and Education.

Instructions for completion

Section 1 – To be completed by Commissioning

- CICH will be represented by John Wood with other officers attending as required (eg as part of training & development)

Section 2 – Description of Provision

- Completed by CICH
- To be checked by provider

Section 3 Place Profile

- Jan'21 Census - Completed by CICH
- Sep'21 – Completed by provider

Section 4 Needs – Trends and Analysis

- Provided by CICH
- Comments welcomed from providers including suggestions for other data you would like to see

Section 5

- To be completed by SENSTART

Section 6a – School Information

- Populated by CICH using the minutes of the 2020 consultation meetings

- To be checked by providers and where appropriate missing information provided. In particular I would like you to provide details about class organisation and staffing levels.

Section 6b – Issues raised in 2020

- Populated by CICH using the minutes of the 2020 consultation meetings
- To be checked by providers. Providers to indicate whether the issues have been actioned or not, and if not what the latest situation is.

Section 6c – School Comments

- To be completed by the provider in advance of the meeting and if possible a copy sent to Lauren Terry before the consultation meeting (just copy the section to an email – no need to send the whole template).
- Please use this section to record anything you wish to discuss – it will allow me to prepare in advance.

Sections 7 – Meeting Notes

- To be completed by CICH and shared with the provider.

Section 8 - Actions

- Completed by CICH
- This section will include actions resulting from SENSTART input as well as the consultation meeting
- Will be shared with all parties

Section 9 – Predicted profile

- Completed by CICH following an analysis of all of the data.
- Initial projections will be based on assumptions agreed by all parties.

Please don't hesitate to contact me if you have any questions. Finally, if you have been contacted by Lauren but have not yet arranged a meeting can I ask you to do so as a matter of urgency.

Kind regards

John

John Wood
Lead Commissioner for SEND
Children's Integrated Commissioning Hub