

Written Statement of Action Highlight Report September 2022



SRO	Helen Bakewell	Current Overall Status	At risk	Overall Previous Status	Compromised
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Report Summary

Generally, delivery of the WSoA continues to progress well. Some extensions to timelines are required but are on track for completion by August 2023.

Key achievements to date

- Draft graduated response document prepared for implementation from September 2022. Website has been developed for launch during training of SENCOS, Headteachers and Governors on 8 and 13 September 2022
- Emotional Based School Non-attendance (EBSNA) Pathway Guide for Schools published for implementation in schools from September 2022
- 'My SEN Support Plan' guidance and templates published for implementation in schools from September 2022
- Costed provision map and guidance published for implementation in schools from September 2022
- Revised EHC Annual Review Pathway shared with educational providers for implementation from September 2022, with training taking place of SENCOS, Headteachers and Governors on 8 and 13 September 2022
- Supporting all of our children in education framework developed to support use of individual and school level vulnerability matrix for approval by CELT on 22 September 2022
- CNS ADHD has commenced in post
- The National Autism Strategy has been adopted and a local statement has been developed
- Team leader role in SENSTART has been establish to help develop the internal QA system
- A digital EHCP Audit 'Invision' has been procured to assist this process
- New DCSO commenced in post 30 August 2022
- 8 out of 37 practices have received a visit from the local PAMHS Nurse to undertake register validation and audit

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
Original dates have been compromised on some tasks (I)	Request extension of deadline for compromised tasks, within WSoA completion timescales	3	5
It is possible that due to lack of communication stakeholders feel frustrated at perceived lack of development. (R)	SEND Newsletter produced on delivery.com and distributed to stakeholders on a half termly basis. Consider if the Local Offer and Communications Officer can take this role.	2	2
WSoA Document could be difficult for some CYP and parents to understand (R)	Exploring production easy read versions with design team.	6	10

Area of Significant Concern 1

Weaknesses in identifying SEND when difficulties emerge for those at primary and secondary school ages

Current Status	Timeline extension required	Previous Status	On Track
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Workstream Leads	Education: Emma Thornbery Health Lead: Dr Cathy Higgins Social Care Lead: Paula Morris		
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Outputs	Achievements	Milestones for next period
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1.1 Develop a strengthened graduated response	GR Document and website is prepared for launch in September 2022.	Training of SENCOS, Headteachers and Governors on 8 and 13 September 2022.
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1.2 Develop a clear All Age Autism pathway	The National Autism Strategy has been adopted and a local statement has been developed	Action plans to be finalised.
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1.3 Improve the waiting times for therapeutic services and CAMHS	Clear process is in place with regular contact made every 12 weeks or 4 weeks is urgent. Waiting times for all new to service appointments are within 18 weeks.	Scoping of opportunities for workstream.
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1.4 Ensure the capacity is fit for purpose and health services	Multi-agency meeting have taken place to meetings to align priorities and identify opportunities for collaboration and system working. Draft Service Development and Improvement Plan (SDIP) developed . Scoping work on the ADHD pathways commenced. Capacity expanded in specialist CAMHS.	Share the outcome of the scoping work with wider commissioners across the system and plan next steps. Identify any quick wins for specialist therapeutic services. Extension to timeline required.
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1.5 ASD waiting times to be brought down to within NICE guidance	Currently the service is functioning well and there has been an over establishment for the past 8 months which will end in 12 months.	Further wider system change required at a commissioning level to effect further change.
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1.6 Have clear processes in place for signposting families to universal offer, from 0-19 services including health, LA and community services, whilst children and young people are on an existing waiting list.	Communication and Marketing Officer appointed. Plans in place to start school readiness groups. School nursing offer has been defined following school nurse consultation	Keep under review.
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Area of Significant Concern 1

Weaknesses in identifying SEND when difficulties emerge for those at primary and secondary school ages

Outputs	Achievements	Milestones for next period
1.7 Contact with families during the diagnostic process during waiting for CAMHS and ASD.	Where children are also waiting for specialist mental health treatment they are contacted at least twelve weekly.	Discussion required with Autism Lead to consider the impact upon waiting times of instigating the check in process.

Risks (R) or Issues (I)	Mitigations	Score
n/a		

Escalations/Support Required

Escalations/Support Required via Ofsted/CQC

Extensions to timescales for some tasks within 1.4 required although overall delivery is on track for August 2022.

Area of Significant Concern 2

The lack of accuracy in EHC plans and the delays in assessment, writing and review of those plans

Current Status		At Risk	Previous Status	At Risk
Workstream Leads	Education Lead: Deborah Beasley Health Lead: Emma Boyce Social Care Lead: Laura Wood			
Outputs		Achievements		Milestones for next period
2.1 Full review of existing statutory assessment and review processes		The 'As Is' process has been mapped through workshops with all participants.		Issues identified through process mapping to be reviewed and solutions explored. Timeframe has needed to be pushed back to enable the re-procurement of the EHC Hub. Interim process to be launched in June 2022 to enable a full procurement to take place from October 2022.
2.2 Revised EHCP Assessment and Review process and pathway developed.		Revised annual review published for implementation in schools from September 22.		Training of SENCOS, Headteachers and Governors on 8 and 13 September 2022.
2.3 Revised EHC plan co-produced		Workshops held with stakeholders to gather requirements. Interim Plan has been developed with feedback.		Due to further understanding of any digital EHCP solution being procured the completion of this task has been delayed.
2.4 Implementation of evaluation process to assess parent carer and CYP satisfaction		Team leader role in SENSTART has been establish to help develop the internal QA system		A revision to the current evaluation system will be explored once the amended EHCP and Review process and guidance is finalised.
2.5 Revised training opportunities for all staff in EHC		RWT have incorporated the online CDC learning into their induction programme as part of the mandatory training. Specific CAMHS module on CDC sent to colleagues at BCPFT		Training on the revised EHC Plan Annual Review pathway for SENCOS, Headteachers and Governors to take place on 8 and 13 September 2022.
2.6 Implementation of a QA framework		A digital EHCP Audit 'Invision' has been procured to assist this process.		A dedicated QA Officer is currently being appointed to finalise of the QA Process which is currently in draft alongside development of a process.
2.7 Develop and implement a 'Continuous Improvement and Learning Programme'		Task not yet commenced. As completion of 2.2 and 2.3 is required. Therefore, an extension is required to August 2022.		A training and development programme will be developed once the amended EHCP and Review process and guidance is finalised.
2.8 Procurement of preferred IT solution		Alternative system demonstrations taking place		Requirements to be produced from process mapping
2.9 Processes in place for Health professionals to		Health have been involved in the IT system		Continue to be involved in procurement of preferred IT

Area of Significant Concern 2

The lack of accuracy in EHC plans and the delays in assessment, writing and review of those plans

Outputs	Achievements	Milestones for next period
2.10 Implementation of the DSCO action plan	New DCSO commenced in post 30 August 2022	DSCO to undertake audit
2.11 DSCO and WIASS training of Social Care SEND Champions	Overview of SEND Champions provided to DCYP and IASS presentation. SEND champions presented at the Educational Psychology service wide meeting.	One page document detailing SEND Champions role, Objectives and outcomes to be completed by 1 June 2022.
2.12 Highlight good EHCP practice development in CSC Excellence plan	Council for Disabled Children's good practice examples have been shared with managers. 3 audits of the quality of Social Care advice for EHCPS hve taken place	Practice week to be put in place following appointment of QA Officer.
2.13 Extended role of the virtual school head to include children known to social care.	Utilised funding to recruit a new manager to oversee the Inclusion and Attendance. Recruited a new School Improvement Advisor for Children with a Social Worker. Both roles start March / April 2022. Created a set of performance data for this wider cohort,. Issues being discussed at key forums and training us being delivered to school governors and new Head Teachers on supporting children with a social worker.	Induction and working framework for the new School Improvement Advisor to be developed. A flexible training package for all school staff is being developed. The VSH is being involved in the development of new area hubs for supporting children and families, and will help to enhance partnerships between schools and social care through these multi-agency hubs.

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
Procurement of new HC Portal and updating of Capita One System could lead to delays in delivery.	Business Analyst appointed to assist with requirements from Capita One.	8	

Escalations/Support Required via Ofsted/CQC

Extension for deadlines, as detailed in 2.3, 2.5 & 2.7, within WSOA completion timescales.

Area of Significant Concern 3

The underdeveloped arrangements for jointly commissioning and providing the services that children and young people with SEND and their families need

Current Status

Compromised

Previous Status

Compromised

Workstream Leads

Education Lead: Steven Larking **Health Lead:** Sally Sandel **Social Care Lead:** Lisa Whelan
Parent Lead: Sarah Baker

Outputs

Achievements

Milestones for next period

3.1 Co-production of a Joint Commissioning Strategy

Joint Commissioning Strategy published on Local Offer

Joint Commissioning Tracker to be shared at SPB in June 2022.

3.2 Identify opportunities for joint commissioning of existing or new provision

n/a

Progress against anything other than BAU activities is not possible until completion of the restructure

3.3 Identify all budgets that are allocated to services that could be jointly commissioned.

Progress against anything other than BAU activities is not possible until completion of the restructure

Discussions have taken place with Executive Director of Families to consider progression and a re-baselining of timescales will be undertaken at JSCG on 13 June 2022.

3.4 Establish a format and schedule for monitoring contracts ensuring compliance and outcomes for CYP are achieved.

Families Commissioning Restructure is underway, with QA Frameworks being developed and contract monitoring being a core focus of new SEN Commissioning Officers.

Timescales were extended, however, these are now likely to be met earlier given the progression of the Families Commissioning Restructure and SEN Commissioning Transformation moving forward.

3.5 Consistent and appropriate attendance across all partners at joint strategic commissioning Board.

A review of the ToR will take place at the next meeting on 13 June 2022 to make this group a recommendations group and reduce the quoracy requirements. Meeting scheduled for next 18 months.

Review of attendance to be postponed to December 2022 to evaluate new way of working

3.6 Increase take up of terrific for twos placements for children with SEND

Key stakeholders have met to scope current position and identified project leads .

Next steps for scoping to be informed by parents carers and develop plan of action .

Area of Significant Concern 3

The underdeveloped arrangements for jointly commissioning and providing the services that children and young people with SEND and their families need

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
Commissioning capacity is at its full limit until completion of a restructure, and therefore the focus can only be on BAU activities. (I)	Discussed with senior leadership and Andrew Wolverson, Head of Service Children's Strategy and Partnership, will be supporting workstream.	5	5
Development of Contract Management and QA processes for of OOC placements will not be achievable until 2023 and additional resource is required for this (I).	Discussed with senior leadership and Andrew Wolverson, Head of Service Children's Strategy and Partnership, will be supporting workstream.	4	4
The Joint Strategic Commissioning group has repeatedly had to be cancelled due to high volumes of apologies, leading to issues of quoracy and difficulties in also of diarising meetings at suitable times. (I)	A review of the ToR are required to make this group a recommendations group and reduce the quoracy requirements.	4	5
The Joint Commissioning tracker remains incomplete, as despite repeated requests and meetings to detail the requirements, updates on sections have not been completed. (I)	This exercise is heavily led by the LA, when this should be a jointly owned document and all agencies involved in its completion and then the ongoing monitoring.	4	4

Escalations/Support Required

- Agreement required for Joint Commissioning Strategy and Tracker to be a jointly owned document and lead for partnership accountability to be established.

Escalations/Support Required via Ofsted/CQC

Area of Significant Concern 4

Weaknesses in implementing strategically planned co-production at every level when evaluating provision; identifying strengths and weaknesses, and identifying and implementing improvements

Current Status	On Track	Previous Status	On Track
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Workstream Leads **Education Lead:** TBC **Health Lead:** Bal Kaur **Social Care Lead:** Laura Wood **Parent Lead:** Sarah Baker

Outputs	Achievements	Milestones for next period
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4.1 Share the Co-Production Charter and support it implementation into those settings	Workshops have taken place with schools and voluntary sector to complete bid for #YES Co-Production Charter Status	Award ~YES co-production Charters in Autumn Term 2022
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4.2 System introduced to ensure that all children are heard and feel included	SEND Youth Forum Hy5! Established	HY5! To progress action plan and link with SPB
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4.3 Develop process to embed wider co-production with across a range of support networks for parent carers.	Parent Participation Officer appointed. Audit of co-production in services and partner organisation undertaken.	Share recommendations following results of co-production audit for embedding of co-production principles.
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4.4 Procurement of accessible communication tools to assist co-production.	Widget procured and available to all CWC staff. Online training available to assist with it's use	Completed
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4.5 Include celebrations of co-production within communication plan	Communication plan developed and monitored by SPB. Contribution sought at each Board meeting.	Monitor communication plan and action any requests for promotion
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4.6 Develop and deliver 'HY5! Inspiring Change' Training	HY5! have developed 'Inspiring Change' training and are carrying out trials within Co-production and Engagement Teams.	Roll out training..
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4.7 Provide support for workforce development in schools and to professionals around co-production and engagement with CYP and parent carers	Co-production and Youth Engagement Manager delivered training on co-production for SENCOs with Educational Psychology Service.	Training to be shared wider through Statshelf.
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4.8 Extend co-production charter engagement sessions at parent carers forum meeting.	Charter shared through V4P Groups	Further work to be undertaken on relaunched charter
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Area of Significant Concern 4

Weaknesses in implementing strategically planned co-production at every level when evaluating provision; identifying strengths and weaknesses, and identifying and implementing improvements

Outputs	Achievements	Milestones for next period
4.9 Co-production event held with CYP, Families and professionals and relaunch of co-production charter.	n/a	Event to be planned
4.10 Lived experience from CYP and Families shared at all SPB Meetings.	A process for sharing of lived experience from Parent Carers and CYP has been developed and has begun to be shared during SEND Partnership Board meetings.	Decision to be made, by SPB, regarding how this process will work going forward.

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
It was been challenging to recruit a Parent Participation Officer and this has delayed embedding wider co-production with across a range of support networks for parent carers.	Conditions of position improved to increase attractiveness of position offered. Parent Participation Officer appointed.	Closed	4

Escalations/Support Required via Ofsted/CQC

Decision to be made regarding sharing lived experience at SPB meetings.
Process to be developed to roll out co-production charter and develop action plan using findings of co-production audit.

Area of Significant Concern 5

Weaknesses in the planning and support of transitions both within statutory school age and from statutory school age to post-19 and post-25

Current Status	Requires timeline extension	Previous Status	On Track
Outputs	Achievements	Milestones for next period	
5.1 Processes to plan, support and share information together throughout transitions	Universal Transfer Form now to be shared with Secondary Heads and then disseminated. Funding has been agreed for 2 SEND EET workers. PfA careers fair is being planned to support <u>all</u> our young people with an EHCP from Year 9 upwards.	Complete a draft transitions protocol for children of compulsory school age for December 2022. Complete the PfA audit with the new DSCO. Develop the Year 9 annual review protocol.	
5.2 From Y9 Connexions will provide IAG through the EHC/annual review process.	There is already a protocol in place for this which will be reviewed as part of the workstream.	Create actions following the post 16 PfA audit	
5.3 Review the health processes to ensure that health can contribute to the TAC and PfA processes to support transition	Started the development of SOP for health professionals. Standard template for health advice including annual reviews is under development	SOP to be shared with health professionals by the end of May 22 and any amendments made in relation to feedback.	
5.4 Improve the number of LD health checks and action plans	Baseline Data for 21/22 now in place for each practice. Planned programme of work established via PAMHS Nursing Team.	Begin work with individual practices to look at individuals who have not taken up the offer of an AHC in the previous 3 years to establish the reasons why and try to overcome any barriers to attendance	
5.5 Ensure PfA health outcomes are included in health advice from the earliest stage.	Initial stages of development of a PfA pathway for EHCP outcomes	Completion of pathway September 22. PfA framework to be developed to strengthen outcomes in health advice.	
5.6 SEND Development Lead embedded in Healthy Child programme.	CNS ADHD commenced August. Extension to deadline required to December 2022 due to unsuccessful recruitments and serving of notice due to difficulties in recruitment.	To appoint SEND School Nurse and then can advertise PHA posts	

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
There is a risk of not having full representation from all other areas to deliver the necessary outputs identified in the WSoA (R)	Young person representative/view are being sought through steering group - Discussions with Participation and Engagement team to be held regarding this.	2	4

Escalations/Support Required via Ofsted/CQC

Extension for deadlines, to December as detailed within WSOA completion timescales

Area of Significant Concern 6

Weaknesses in how the area shares information, including regarding support systems and the local offer.

Current Status	At Risk	Previous Status	At Risk
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Workstream Leads **Education Lead:** Deborah Beasley **Health Lead:** Emma Boyce **Social Care Lead:** Lisa Whelan

Outputs	Achievements	Milestones for next period
6.1 Redevelopment of the Local Offer within suitable platform.	Workshop taking place on 13 September 2022 , with all content holders invited, to map content required.	Local Offer and Communication Officer post being advertised w/c 28/08/22 following a revision of the job description to encourage more applicants.
6.2 Establish rolling programme of inviting local providers and services to update their information	Regular (every 2 weeks) Local Offer stakeholder groups are scheduled from 23 May 2022 and will be the forum to develop process. Initial decision is that the digital form used for providers for Yo Wolverhampton is utilised for Local Offer	Process to be determined during workshops with providers.
6.3 Raise awareness of the relaunched Local Offer.	Added to communication plan but delayed due to extension required for Local Offer redevelopment. Extension required to March 2023 to align with 6.1.	Planned communication activity to be carried out to request stakeholders to be involved in co-production and user testing. Local Offer Live to be included as part of Inclusion Conference in September 2022.
6.4 Sharing of information with SENCOs to help them signpost families	SENCO Network meetings scheduled	Information to continue to be shared through SENCO Network to help them signpost families.
6.5 Feedback from young people and parent carers will be used as an opportunity for learning and development	User testing being carried out on current feedback process to assist with completion of process. To be extended to November due to further work being carried out with HY5! One QA officer in post. Training roll out to be extended to January 2023.	Process to be developed for learning and development from feedback received with assistance from QA Officer once in post.
6.6 Establish effective communication processes for Parents, educational settings and other stakeholders	SEND Partnership Communication Group established. SPB Communication plan developed and reported/amended at every Board meeting.	Newsletters to be published half termly.

Area of Significant Concern 6

Weaknesses in how the area shares information, including regarding support systems and the local offer.

Outputs	Achievements	Milestones for next period
6.7 SEND Information Fun Day held for Children, young People and parent carers to raise awareness of support and services available across the Local Area.	Event successfully held on 25 February 2022 Evaluation of effectiveness of event and lessons learnt has been carried out.	Discussion to be held regarding future events.
6.8 Deliver the POW! project to inspire a positive reframe in the discourse between professionals and the families of children with disabilities.	Filming has been successfully carried out and editing has been completed. An extension is required to June 2022 now resource has been identified for marketing materials,	Brochure and training programme to be developed.

Risks (R) or Issues (I)	Mitigations	Current Score	Previous Score
Lead for Local Offer and Communication still to be appointed, to develop requirements which may lead to delays.	Local Offer and Communication Officer post being advertised w/c 28/08/22 following a revision of the job description to encourage more applicants.	10	10

Escalations/Support Required via Ofsted/CQC

Extension for deadlines, as detailed in 6.1, 6.5 and 6.8 within WSOA completion timescales



Wolverhampton
SEND Partnership Board