

SEN Strategy SEND Reforms Implementation – Action Plans

Work stream – The Local Offer							
<p>Work stream Aims:</p> <ul style="list-style-type: none"> ➤ To provide clear, comprehensible and accessible information about the provision available; and ➤ To make provision more responsive to local needs and aspirations by directly involving children and young people with SEN, parents and carers and service providers in its development and review. <p>The Local Offer must include information on;</p> <ul style="list-style-type: none"> • Education, health and social care provision for children and young people with SEN • Details of how parents and young people can request an assessment for an EHC plan • Information on provision in the local area • It must also include provision outside the local area that the local authority expects is likely to be used by children and young people with SEN. 							
CYP&L Ref	Priorities	Actions	Lead	Resources	Timescales	Outcome/Target	Monitoring
5.6 Subsection 5.6.3	1. To establish a clear local offer that is not simply a directory of existing services.	The Family Information service currently manages a website. This will be changed to include the local offer and links to an appropriate platform will be developed	Kim Barraclough	Time	April 2014	Website to include local offer	GREEN
	2. To develop easily accessible information from a web based resource.	To investigate the possibility of the “Open Objects” ICT solution and platform for local offers as used by other Berkshire unitaries.	Richard Erbe	Time	April 2014	Open Objects platform to link in with the FIS website	GREEN

	3. To engage with service providers, partners, parents, schools and young people in the development of the local offer.	To meet with school SENCO's, Early Years SENCO's, parents and young people to establish the LA's minimum requirements for the local offer. MW to contact Caroline Brown in EYS.	Mandy Wilton	Time and meetings	July 2014	Produce guidance and information on the expectations of the LA regarding the local offer	GREEN
	4. To audit and find out local provision, how it can be accessed, thresholds and criteria.	Produce a set of questions for all schools and Early Years settings to be able to audit the current offer and proposed offer	Richard Erbe	Time	April 2014	To have a complete audit of all settings in their current offer	GREEN
	5. Engage with Voluntary sector providers. KIDS Kerith MenCap Action for Children – Nicola Daniel	Arrange meetings with VS providers	Richard Erbe	Time	May 2014	To have met with and audited the offer from VS providers	GREEN
	6. Explore how the local offer will be maintained and kept up to date	Discuss with FIS, Aiming High and corporate IT.	Richard Erbe	Time	June 2014	To have explored the options for maintaining the local offer and put processes and proposals in place	GREEN

Workstream Action Plan – November 2013

Red – outstanding / Amber in progress / Green complete

Work stream – Education Health Care Plan Template

Work stream Aims:

- Design a template for the Education Health Care Plan for children and young people and their families for implementation by September 2014.
- Design a template to meet the needs of Bracknell Forest residents
- Design a template that is effective at portraying all necessary information regarding education, health and care needs of a young person

Task	Priorities	Actions	Lead	Resources	Timescales	Outcome/Target	Monitoring
1	Introduce EHCP concept to main stakeholders and create a working party for the work stream.	Identify key leads	Mark McCurrie	½ day	By beginning of November 13	To have a relevant multi agency work stream	GREEN
2	Meet with established parent support groups within Bracknell to promote co-production on work stream from parents	Increase parent participation and membership on workstream	Mark McCurrie	2 days	Dec 13	To have multiple parents involved in workstream	GREEN
3	Circulate pathfinder EHCP templates to working party for evaluation	Work party members to review 15 pathfinder	Mark McCurrie	10 days	Dec 13	Workstream members understand EHCP concepts	GREEN
3	Working party to meet and review current Pathfinder template work	Arrange meeting dates	Mark McCurrie	½ day	Dec 13	Areas of use from pathfinder templates agreed	GREEN
4	Design initial draft version of EHCP template, to include all necessary areas	Draft template to be available	Mark McCurrie	5 days	By beginning of Jan 14		GREEN

5	Workstream meeting arranged for template review	Arrange meeting date for Jan 14	Mark McCurrie	½ day	Jan 14	Draft version of template agreed by workstream	GREEN
6	Review draft EHCP template with Assessment Workstream leader in order to ensure integration of work is achieved	Arrange meeting date with Assessment Lead Coordinator	Mark McCurrie / Emily Hinson	2 days	By end of Jan 14	To agree transferability of information from Single Assessment to EHCP	GREEN
7	Present current EHCP template to all stakeholders for peer review	Prepare template for Steering Group presentation	Mark McCurrie	1 ½ days	By beginning of Feb 14	Stakeholder review of template achieved	GREEN
8	Format current EHCP template ready for pilot use	Ensure Single Assessment format is available for use	Mark McCurrie / Emily Hinson	3 days	By End of Feb	Formatted EHCP version available for use in pilot scheme	GREEN
9	Confirm that current EHCP template meets Government expectations as set out in new SEN Code of Practise	Use new Code of Practise to check EHCP template is appropriate	Mark McCurrie / Simon Bull	5 days	By end of April 14	Template meets Government guideline on EHCPs	GREEN
10	Inform all stakeholders of final EHCP template version to be used by BFBC	Final EHCP template to be made available	Mark McCurrie	n/a	By End of April 14	Final EHCP template shared with all stakeholders	GREEN

Work stream – Single co-ordinated assessment

Work stream Aims:

- To support in raising the profile of the forthcoming legislative changes amongst a range of stakeholders within BFBC
- To identify an appropriate integrated assessment process model which will meet the needs of SEND children as well as the requirements of the Children and Families Bill
- To engage professionals within Health, Education and Care to begin to plan and work collectively in order to understand a new framework of assessment which aims to plan for the needs of the child within the context of the family
- Facilitate a shift in working practice towards a person centred approach.

CYPP Ref	Priorities	Actions	Lead	Resources	Timescales	Outcome/Target	Monitoring
	Ascertain who our stakeholders are	Find out from SEN department names of lead professionals and job titles so that contacts can be established. Suggest a stakeholders event to steering group leader	Sue Berryman Emily Hinson	½ day	By end of term 2013	Identified managers, established relevant contacts and expectation in the single assessment process.	GREEN
	Gain information from parents about what they feel are strengths and weaknesses of the BFBC SEN assessment process.	Contact Aiming High parent group to ask their views about how best to go about obtaining this information.	Julie Thomlinson	1 day in total	By end of November	Put together key questions and gain feedback from parent groups.	GREEN

		Contact Parent Partnership to ask their views on how best to gain views of a sample range of parents Put together a questionnaire			By end of term 2013		
	Involve parents/carers and health professionals in the development of the single co-ordinated assessment work stream.	Seek out parent/carer volunteers /health professionals to be part of the work stream. EH to liaise with MW over identification process and advise of need for parent/carer representative on each work stream.	EH	½ day	By end of term 2013	Parent carer representative on each work stream Health professional on single assessment workstream	GREEN
	Identify an appropriate model of assessment process which can be adopted by BFBC.	Gather examples Work stream meet to consider a number of options on 10 th December (am) and select 1 or 2 to present to stakeholders	EH	1 day in total	By end of term 2013	Recommended models of process identified.	GREEN

Work stream – Keyworking

Work stream Aims:

- To develop a keyworking strategy across the authority
- To train a key group of professionals and parents to deliver keyworking training across all agencies
- To give a clear message to parents about the role of the keyworker/keyworking

CYP&L Ref	Priorities	Actions	Lead	Resources	Timescales	Outcome/Target	Monitoring
5.6 Subsection 5.6.3	1. To develop a keyworking strategy to support the new ways of working for children with education, health and care needs	Establish a working group with representatives from <ul style="list-style-type: none"> • Education • Health • Social Care • Post 16 	Keyworking workstream group	Venue for meetings	At least monthly meetings from December 2013-July 2014	Strategy for keyworking is developed	GREEN
	2. To deliver a train the trainer course to a range of professionals and parents	Identify key people to access the training	Keyworking workstream group	Trainers Venue Funding	Feb/March 2014	Minimum of 6-8 people are trained to deliver keyworker training	GREEN
	3. To develop a strategy to deliver keyworking training to professionals across a range of agencies and parents	Estimate initial numbers of people who will need to access the training SLA with a voluntary partner to pay external trainers Develop and publish	Keyworking workstream group	ES principles of keyworking	April-September 2014	Training schedule is developed, published and managed through corporate training and cascaded to	GREEN

		training schedule				all stakeholders. Plans for regular training for new practitioners/parents are developed.	
	4. To develop clear and transparent information for parents and professionals on the role of the keyworker and keyworking	Create a flow chart? To help show keyworking in action	Keyworking workstream group		August 2014	Clear information for parents regarding keyworking is readily available.	GREEN

Workstream Action Plan – November 2013

Red – outstanding / Amber in progress / Green complete

Work stream – Personal Budgets

- ‘A personal budget is an amount of money identified by the local authority to deliver all or some of the provision set out in an EHC plan. By having a say in the way this budget is used, a parent or young person can control elements of their support.

Work stream Aims:

- Design and implement a Personal Budget system for children and young people and their families for implementation by September 2014.
- The Personal budgets system must include - Education Health and Social Care

Key development areas

- Undertake a review of the scope of the budgets. Identify funds that can be drawn from education, health and social care. Calculate the current unit cost of individual service users budgets, including education, health and social care budgets. Explore legal implications to ensure that we continue to meet statutory requirements. Ensure this work is undertaken in co-production with parents children and young people

Task	Priorities	Actions	Lead	Resources	Timescales	Outcome/Target	Monitoring
1	Establish work stream membership to include key stake holders (ie parents, professionals, vol sector)	Identify key leads	Sonia Johnson	½ day	By end of November 13	To have a relevant multi agency work stream	GREEN
2	Set up regular work stream meetings, monthly starting Dec 2013	Set up regular meetings	Sonia Johnson	½ day	Dec 13	“	GREEN the work stream meeting have concluded
2 A	“ “	to set up subsequent meetings	Richard Erbe	N/A	1st week Jan 14	“	GREEN – As above

3	Ensure safeguarding & aspirations are paramount to all recommendations/proposals and the principles behind personal budgets are not just about money, but desired outcomes.		Sonia Johnson	Ongoing	Ongoing by September 14	Compliant with safeguarding	Green – we have put in place policy, process and delivered training to staff
4	The task group needs to look closely at the experiences and learning from the implementation of personal budgets within BFC adult services.	Draft summary of the implementation of PB in path finder areas & lessons to be produced and circulated to the work stream	Richard Erbe	1 day	By end of Jan 14	Raised awareness & work informed by lessons learnt	GREEN – Met with Nick Ireland and Emily Dalton
5	Establish & implement a resource allocation system for CSC	Compile and pilot against all cases RAS	Sonia Johnson	3 mths *	By end of February	To have a fair and transparent way of meeting needs.	GREEN – RAS Questionnaire developed and in use
6	Engage finance in matching CSC resource allocation assessment of need to finance within budget.	Finance have allocated someone to work on this 1 day a week from Jan 14	Paul Clark	In above *	By End of February 14		GREEN – Angela Fright was brought in to work 1 day a week
7	Sign-off and authorisation thresholds and processes for RAS – via CSCMT / DMT / members ?	Time table with Lorna	Sonia Johnson	In above *			Green – Thr RAS questionnaire, threshoplds document and methodology have been presented to CSCMT/DMT
8	Begin to define what could be included in a personal budget, if a personal budget is requested by a parent.	To tie in with Local Offer / directory of service and costs . evaluate DCT current care packages	Richard Erbe / Sonia Johnson / Paul Clark / Lorraine Knowles(AH)	1 month	By End of Feb		AMBER / GREEN – We have defined what can and cannot be included in a PB

9	Identifying the potential impacts and consequences of family's / children knowing their personal budget and / or receiving a direct payment:	Consultation focus group with Young Adults and parents who have recently gone through transition to explore the experience of having a personal budget	Richard Erbe / Lorraine Knowles	2 days	By End of Feb 14	Hear how parents / YP experience a PB against the traditional system they have experienced in CSC	Green - this has mainly been seen as a positive by parents.
10	<p>How do personal budgets and direct payments link to the integrated education, health and social care assessment process and single plan? What are the outcomes for children, young adults and families engaged in the process and what's the added value? What is the impact on the commissioning, planning and cost effectiveness of services?</p> <p>The scope of the budget: How we can draw to together education, health and social care budgets to create a single 'personal budget'? What elements of the various funding streams can be used for direct payments?</p>	Join the Pan Berkshire group	Sonia Johnson / Richard Erbe / Paul Clark	3 months	By End of Feb 14	Work towards main aim	<p>AMBER / Green - We have developed a Resource Allocation System in line with the Pathfinder authorities and similar to the Adult's SSAQ. We will need to test this system to find the flaws that only real world testing can find.</p> <p>AMBER - we have had difficulties drawing together budgets as they are not currently set up to do this</p>

11	Do we need to pay for a one off meeting / training day with InControl (national organisation supporting the development of personal budgets) as there are no events to tap in on?	Establish the cost for consideration?	Richard Erbe	1 day	By 10 th Jan 14	Gain greater knowledge to support the work aims	GREEN – membership of In Control from May 14
12	Identify how personal budgets and/or direct payments would link to the single plan. Work alongside the Eligibility Criteria, Integrated Assessment and Single Plan Task and Finish group to implement this.	Link with the Assessment and plan work steam	Richard Erbe		By end of March 14	Work towards main aim	Green – PB's will link into the single plan via allocation of funds via the DP team in the manner it currently is. Less clarity in how BFC budgets & Health will link.
13	Development of decision making processes to support personal budget allocations – ie threshold for a PB	Develop a panel ? Flow chart / process / policy	Sonia Johnson Richard Erbe		By August 14 By Aug 14	Work towards main aim	Green – Panel in operation Amber – In progress – being tweaked
14	Cultural shift across CSC, education, health and care partners – communication events ?	Identify workforce development needs and link to the Workforce Development Task and Finish Group. Link the work to the role of the lead professional and define the support they may offer.	Sonia Johnson			CSC are an Informed workforce / work is multi agency	Green – Comms day held in partnership with "Contact a Family". Staff have received training highlighting the cultural shift in working practices

		Reform wide Communication strategy	Richard Erbe		TBC		
15	Pilot To engage with service providers, partners, parents, schools and young people in the development of the PB.	Run a joint pilot other work streams Pilot a PB CSC only on 3 eligible children / YP	Sonia Johnson Paul Clark		March / April March / April	Work is achieved via co production	Amber – Pilots are just reaching their conclusions.
16	Amendments to RAS following pilot	Amendments to RAS	Sonia Johnson Paul Clark		July 14	Work is informed by co production	Green – RAS has been amended and improved as it has been used
17	Explore the scope for offering personal budgets and/or direct payments to children looked after and care leavers? Any eligible ?	Meet with SMK Identify eligible / relevant CARE LEAVERS	Richard Erbe / To involve Sheila McKean Lorraine Knowles		March 14	Work towards main aim	Green cover in policy and Exceptions policy Green – Done
18	Establish the scope of the eligibility ie how many CYP have 18 hrs plus and will be eligible for a ECSC Plan and therefore a PB ?	Look at the CSC make up	Sonia Johnson			Work towards main aim Main stream stake holders are engaged	GREEN 600!

	Establish – how many are in main stream CSC teams		Lorraine Knowles				Amber – Ongoing work
19	Identify and action remedies for any issues highlighted during the operational implementation personal budgets, individual budgets and/or a direct payment pathfinder activity.		Sonia Johnson			Work is in coproduction and does not increase complaints	Amber – Ongoing work