

SEND Peer Review - Action Plan

Updated: 24/07/2024

key	Progress
NOT STARTED	39%
R	0%
A	37%
G	15%
B	9%

Not started:
serious issues, dates being missed, recovery plan required.
some issues, being managed, needs to be closely monitored.
project is on track
completed actions (delivered project)

Theme	Recommendations /areas for consideration/findings from the Peer Review	REF	Action(s)	Deadline	RAG	Lead Team	DLT	Officers	Impact	PROGRESS/Current Position	Notes
1 Children and young people's needs are identified accurately and assessed in a timely and effective way	1.1 Review SENDIASS to ensure it has the capacity to meet the needs of families in the City and is able to offer families the information and advice they need in a timely way, and consider options for the provision of advocacy services for parents	1.1.1	To look at whether SENDIASS can offer an advocacy service to young people over 16 years of age. To commission one clear day per week from SENDIASS for City families.	31/08/2024	G	SEND Team/ Commissioning team	DB/SC	SCu/JM	Families get the right support at the time	SCu progressing with Jenny Miller, Manager - Family Information, Advice and Support Service. Advocacy service and a minimum of 1.5 days a week for City families to be added to the SLA before it is finalised. 16/07/24 -Awaiting amended SLA from Legal	
	2.1 Parent/carer advocacy services, especially for families with EAL	2.1.1	To review what support SENDIASS offers for families with EAL	31/08/2024	G	SEND Team	DB	SCu	Families get the right support at the time	SCu progressing with Jenny Miller, Manager - Family Information, Advice and Support Service. Advocacy service and a minimum of 1.5 days a week for City families to be added to the SLA before it is finalised. 16/07/24 - Awaiting amended SLA from Legal	
2 Children, young people and their families participate in decision-making about their individual plans and support		2.1.2	To explore the advocacy service used by children's social care and whether we can use it to support young people with EHC Plans	31/08/2024	G	SEND Team	DB	SCu	Families get the right support at the time	SENDIASS SLA is being strengthened to include this. Using one service will ensure consistency for SEND young people. Using SENDIASS could also support the engagement of City young people in the Tower Hamlets Youth Forum.	
	3.1 Finalise the framework for Alternative Provision (AP) in the City of London	3.1.1	To review and adapt the SEND Panel Terms of Reference to become the SEND and AP Panel	30/09/2024	A	Ed and EY Service/SEND Panel Members	DB	KH/SCu	Understanding and anticipating the needs of our children and young people	First draft of the Terms of Reference were presented at SEND Panel on 17/07/2024. QA framework to be finalised and Terms of Reference to be signed off in September	
3 Children and young people receive the right help and support at the right time		3.1.2	Commissioning team to adapt the Pan London AP Network Jackie M to update on adaptation of London Framework	31/07/2024	G	Commissioning team	SC/DB	JM/KH	To improve processes, which result in the best support for our children and young people	First draft of the QA framework is complete. Comments have been added. KH and JM to meet in July to firm up	
		3.1.3	Commissioning team to use the framework to quality assure existing tuition services	30/09/2024	A	Commissioning team	SC/DB	JM/KH	To improve processes, which result in the best support for our children and young people		
	3.2 Review the Local Offer (LO) website to update its content so that it includes the information that children, young people and families say they need, and to make it more easily navigable and searchable	3.2.1	To ensure that the Translation functionality on the FIS is fully operational	31/07/2024	B	Early Years / FIS Team	DB	ID	Providing excellent information for families	An action for the strategy. Deadline date may change	
		3.2.2	To review the LO pages and ensure that all information is accurate and up to date	30/09/2024	A	Early Years / FIS Team	DB	ID	Providing excellent information for families	An action for the strategy. Deadline date may change	
		3.2.3	To work more closely with the CPCPF on developing the LO	31/12/2024	A	Early Years / FIS Team	DB	ID	Providing excellent information for families	The FIS Officer has contacted the CPCPF to arrange a time to meet with them and discuss further An action for the strategy. Deadline date may change	
		3.2.4	To look at the QA framework for the Family First Quality Award (FFQA) of the Family Information Service (FIS) and see if it covers QA of SEND and the LO	31/08/2024	G	Early Years / FIS Team	DB	ID	Providing excellent information for families	FFQ includes Families Information Service with SEND	
	3.3 Consider options to improve the timeliness of direct payments	3.3.1	For the Short Breaks Team to ensure that there is no delay in setting up direct payments for new families in receipt of them	31/10/2024	not started	Children's Social Care & Early Help Team	CP	RT/KN	Families having more control over the services they access for their children	The Direct Payments Policy looks really thorough - last reviewed July 2022. SCu has been in touch with the Short Breaks team to request a review of the direct payment procedure to ensure that there is no delay new families receiving them	
	3.4 Identifying the right health provider for children with specific needs	3.4.1	To ensure there is a clear statement of intent, plan and timescales around the neighbourhood health model for City and Shoreditch Park	31/12/2024	not started	Health	AW	SD/HH	Families get the right support at the time	An action for the strategy. Deadline date may change	
	3.5 Accelerate plans for the development of a neighbourhood health model so that children and young people with SEND can access the health services they need in their local area	3.5.1	Work with Health colleagues to ensure that a plan is in place	31/03/2025	not started	Health	AW	SD/HH	Families get the right support at the time	An action for the strategy. Deadline date may change	
	4 Children and young people are well prepared for their next steps and achieve strong outcomes	4.1 Extend apprenticeships and traineeships for children and young people with EHC Plans and those on SEN support	4.1.1	To work with the adult skills team to fully understand the offer so that it can be communicated to young people with SEND	31/12/2024	not started	Adult Skills Team/SEND Team	DB	BH	Young people moving into adulthood have access to a range of opportunities to suit their needs	An action for the strategy. Deadline date may change
		4.1.2	To ensure there is information readily available on the LO to all children and young people on how to access the apprenticeships and traineeships	31/10/2024	A	Early Years / FIS Team	DB	ID	Young people moving into adulthood have access to a range of opportunities to suit their needs	An action for the strategy. Deadline date may change	

		4.2	Identify what support there is for young people with SEND to be prepared for their next steps in life	4.2.1	To look at what Prospects currently delivers for our CYP as a contracted service and whether this offer needs to be extended	tbc	not started	Commissioning Team	SC/DB	JM/SCu	Young people moving into adulthood have access to a range of opportunities to suit their needs	An action for the strategy. Deadline date may change
				4.2.2	To ensure that the offer available from Prospects to our families is advertised on the LO	30/09/2024	not started	Early Years / FIS Team	DB	ID	Young people moving into adulthood have access to a range of opportunities to suit their needs	An action for the strategy. Deadline date may change
		4.3	The transition for young people moving into adulthood, especially those with mental health needs is challenging. What support is available to families with young people transitioning?	4.3.1	Review and update the Terms of Reference for the City's Transitions Forum, to - ensure more rigour in eligibility to remain on the register - ensure that the forum is clear about the pathways for accessing adult health services	31/10/2024	not started	Ed and EY Service	DB	KH	Young people moving into adulthood will be fully supported and able to navigate their way into adult services	
		4.4	Access to an Adult Mental Health Practitioner (AMHP) for the City families	4.4.1	To confirm whether the City has an AMHP and if so, what the pathway is to accessing this service	31/08/2024	not started	Adult Social Care Team	DB/CP	KH/IT	Young people moving into adulthood will be fully supported and able to navigate their way into adult services	
		4.5	Provision of Post 16 support for children and young people with SEND	4.5.1	To explore what support Adult Skills can offer and how adult skills and Prospects link up to ensure an alignment of services	30/09/2024	not started	SEND Team	DB	BH/SCu	Young people moving into adulthood have access to a range of opportunities to suit their needs	
5	Children and young people with SEND are valued, visible and included in their communities	5.1	There may be benefit in producing a clear statement or charter that sets out the City's ambition for inclusion in relation to children and young people with SEND.	5.1.1	For the Strategy team to explore the development of a wider inclusion charter across the City Corporation	31/12/2024	A	Strategy Team	SC	EW	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	This is being developed as part of the SEND and AP Strategy An action for the strategy. Deadline date may change
		5.2	Develop a clear definition of co-production across the local partnership and agree a small number of priorities for co-production with parents and carers and children and young people	5.2.1	For the strategy team to ensure that this work is built into the development of the SEND and AP Strategy	31/12/2024	A	Strategy Team	SC/DB	EW/SCu	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	This is being developed as part of the SEND and AP Strategy An action for the strategy. Deadline date may change
		5.3	The work of the City Parent Carer Forum (CPCF) to continue and develop	5.3.1	To ensure that the work of the CPCF is built into the development of the SEND and AP Strategy	31/12/2024	A	Strategy Team	SC	EW	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	An action for the strategy. Deadline date may change
				5.3.2	To explore whether the City can support an increase in Jacqueline Wye's capacity	31/12/2024	A	CPCF	DB/SC	SCu/JW	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	CPCF agreed to draft proposal for funding from the City to support this. An action for the strategy. Deadline date may change
				5.3.3	To discuss with the CPFC whether it would be of value for them to have a generic email account	31/12/2024	A	CPCF	DB/SC	SCu/JW	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	An action for the strategy. Deadline date may change
6	Leaders are ambitious for children and young people with SEND	6.1	Development of a new SEND and AP Strategy	6.1.1	Strategy Team to develop a fully collaborative Strategy for 2024-28	31/12/2024	G	Strategy Team	SC/DB	EW/KH	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	The Strategy team has worked with a group of parents, professionals and CYP to develop the strategy priorities. The strategy is currently out for consultation for 6 weeks. An action plan will start to be developed over the summer / into September An action for the strategy. Deadline date may change
		6.2	Develop a multi-agency quality assurance framework for SEND	6.2.1	To contact AFC and request the QA Framework they currently use	31/07/2024	G	SEND Team	DB	SCu	To improve processes, which result in the best support for our children and young people	SC to contact AFC as QA Framework has been requested but not yet received
				6.2.2	QA framework to be adapted and agreed at AEB	31/12/2024	not started	SEND Team/Strategy Team	DB/SC	KH/EW	To improve processes, which result in the best support for our children and young people	
7	Leaders actively engage and work with children, young people and families	7.1	Co-production - needs more genuine 'co-design of services'	7.1.1	Explore how the CPCF can work more collaboratively with the commissioning team to have influence on the design and delivery of services	tbc	not started	Commissioning Team	SC	GK	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	An action for the strategy. Deadline date may change
8	Leaders have an accurate, shared understanding of the needs of children and young people in their local area	8.1	Effectiveness of the School tracker in identifying children with persistent absence - attendance under 90% (PA), those who have attended AP and those on SEN Support	8.1.1	Review the tracker on an annual basis to ensure it is updated and compliant with GDPR	30/06/2024	B	Education Team	DB	KH/SCu	Understanding and anticipating the needs of our children and young people	An annual census has taken place during the spring term. We have identified 332 children and young people in 68 schools. 53 children are on SEN Support and 43 are PA
				8.1.2	Identify CYP on the tracker who have attended AP or moved on to AP	30/06/2024	B	Education Team	DB	KH/SCu	Understanding and anticipating the needs of our children and young people	There have only been two children in AP over the last academic year. We are aware of both children - both are known to social care
				8.1.3	Identify CYP on the tracker on SEN support and analyse key data including types of SEND	30/09/2024	A	Education Team	DB	KH/SCu	Understanding and anticipating the needs of our children and young people	
				8.1.4	Engage with schools where more than three children with SEN support attend - send a copy of SEND ranges	31/12/2024	not started	SEND Team	DB	SCu	Understanding and anticipating the needs of our children and young people	
				8.1.5	Engage with schools where children have been in or moved to AP.	31/10/2024	B	Education Team	DB	DK	Understanding and anticipating the needs of our children and young people	All children attending AP over the last academic year have been identified
				8.1.6	Engage with schools where children are recorded as PA	31/10/2024	not started	Education Team	DB	DK	Understanding and anticipating the needs of our children and young people	
				8.1.7	To request outcomes of children (stats only) - at key assessment stages	31/12/2024	not started	SEND Team	DB	SCu	Understanding and anticipating the needs of our children and young people	
9	Leaders commission services and provision to meet the needs and aspirations of children and young people	9.1	Consider options to develop the cross-border commissioning of services to improve the SEND Local Offer, and particularly to increase the local availability of health services and specialist school places	9.1.1	To explore what opportunities there are with our neighbouring LAs to get access to provision including special schools	31/12/2024	not started	Commissioning team	SC	GK/JM	Understanding and anticipating the needs of our children and young people	An action for the strategy. Deadline date may change
				9.1.2	To explore how the co-production of services with the CPCF can take place to help ensure that all services affecting families with SEND are commissioned	31/12/2024	not started	Commissioning team	SC	GK	Families of children with SEND are fully part of an inclusive community and involved in the design and delivery of services	

10	Leaders evaluate services and make improvements	10	Self-evaluation document to fully reflect the strengths of the local partnership and explains how partners are working together to address challenges and areas for development	10.1.1	To review the SEF to ensure that it captures all the good work that we do	31/08/2024	A	Strategy Team	SC/DB	EW/SCu	To improve processes, which result in the best support for our children and young people	
		10	Documentation within the Annexe A	10.2.1	To ensure that all documents within the evidence library are up to date and dated correctly	30/09/2024	A	Business Support Team	SC	SC/KH/SCu	To improve processes, which result in the best support for our children and young people	Documents have been identified and updated. Logistics plan is being reviewed and updated
		10	Review the governance arrangements for SEND to minimise duplication and provide assurance that there is a clear focus on delivering the priorities in the SEND Strategy	10.3.1	To ensure that the SEND and AP Strategy clearly states what the governance arrangements are and they directly contribute towards positive outcomes for children and young people with SEND	tbc	A	Strategy Team	SC/DB	EW/SCu	To improve processes, which result in the best support for our children and young people	An action for the strategy. Deadline date may change
				10.3.2	A one-page governance map to be created to ensure clarity of governance arrangements	30/09/2024	A	Strategy Team	SC	EW	To improve processes, which result in the best support for our children and young people	
11	Leaders create an environment for effective practice and multi-agency working to flourish	11	Evidence of impact	11.1.1	To develop an outcomes framework to measure and monitor both strategic and more general service ones such as outcomes in EHC plans	31/12/2024	A	SEND Team	DB	Scu	To improve processes, which result in the best support for our children and young people	This was explored at the Strategic Managers Network recently. Info will be shared when received. There are some good examples, and we may be able to get support around this. An action for the strategy. Deadline date may change
				11.1.2	Review all case studies in the evidence library - what do we need to ensure we have clear evidence of impact - children/young people with different needs	30/09/2024	A	SEND Team	DB	SCu	To improve processes, which result in the best support for our children and young people	
		11	Attendance at Team Meetings	11.2.1	Put together a high level presentation on what the area SEND inspection will look like	31/10/2024	not started	SEND Team/Strategy Team	DB/SC	SCu/EW	To improve processes, which result in the best support for our children and young people	
				11.2.2	Presentation to be delivered to all team meetings within DCCS relevant to the Area inspection	31/12/2024	not started	SEND Team	DB	SCu	To improve processes, which result in the best support for our children and young people	