



Derby City Council

**CHILDREN AND YOUNG PEOPLE
SCRUTINY REVIEW BOARD
29 October 2018**

ITEM 8

Report of the Strategic Director of People
Services

SEND Progress Update Report

SUMMARY

- 1.1 This report provides the Children's and Young People Scrutiny Board with an update on SEND progress made since the last report considered by Executive Scrutiny Board on 17 July 2018.
- 1.2 On 1 September 2018, the Council successfully implemented the new School Organisation & Provision SEND Team (The team) within the Integrated Commissioning Department of the People Services Directorate. The SEND Management Team are currently seeking to recruit a further two vacant officer posts, ensuring experienced, knowledgeable and committed staff are recruited to these essential posts. (See Appendix 3 for the new team structure).
- 1.3 The Council have developed and started to implement the proposed SEND performance indicators to further strengthen the successful delivery of the SEND reforms, including future proofing for the demands on the service. (See Appendix 2).
- 1.4 The team is working diligently to further improve SEND systems to ensure accurate recording (including but not limited to full chronology of cases) on the Council's Synergy IT System. Procedures have been fully reviewed and updated to reflect the SEN Code of Practice 2015 and ensure that all statutory requirements and processes are incorporated within the Synergy System. This will provide the Council, schools, parents and carers with the assurance that every child and young person's record is accurate, and help improve case discussion and communication.

RECOMMENDATIONS

- 2.1 To note the service improvement performance measures, and frequency of reporting.
- 2.2 To note the positive progress on information systems improvements and recording.

REASONS FOR RECOMMENDATIONS

- 3.1 To set the context for performance information on service performance.
- 3.2 To acknowledge that the Council is absolutely committed to continued systems improvement.

SUPPORTING INFORMATION

- 4.1 The Executive Scrutiny considered the 'Transfers from Statements of Special Educational Needs to Education, Health and Care Plans' Report on 17 July 2018. Executive Scrutiny Board requested an interim update to be provided to CYP Scrutiny Board in Autumn on the implementation of the improvement performance measures. For information, a Performance Surgery will take place in the fourth quarter with a full performance review of the SEND indicators.
- 4.2 On 1 September, the Council successfully implemented the new SO&P SEND Team within the Integrated Commissioning Department of the People Services Directorate, following an Achieve and Change restructure of the 0-25 Vulnerable Learners Service and the 16-25 Vulnerable Learners Service. Recruitment is underway to recruit a further two vacant full time SEND Team officers to support further service improvement and delivery going forward.
- 4.3 A range of SEND Performance Indicators have now also been developed to inform, monitor and report on performance quarterly. (See Appendix 2). These will be included, as part of the Council Scorecard of priority measures – the percentage of Education Health and Care Plans (EHC Plans) issued within the statutory 20 week period. Officers within the team will carefully monitor and report on all SEND Performance Indicators each quarter. The scheduled reporting quarters are:
- April, May and June (Q1);
 - July, August and September (Q2);
 - October, November and December (Q3);
 - January, February and March (Q4).
- 4.4 Within quarter one, every effort was made to ensure that all new Education Health and Care (EHC) Needs Assessments were completed within the 20 week timeline. Despite best efforts, a number of new EHC Plans were completed beyond this period. 186 requests for EHC Needs Assessments have been received since 01/04/2018, 145 assessments have been agreed as well as 67 draft plans issued. 19 draft plans have been finalised, 10 of which were finalised within 20 weeks. 9 plans were finalised on average within 23 weeks, which was mainly due to late advice from agencies being submitted to the team, as well as late consultations from schools. It is absolutely recognised that further improvements are required to improve this position, and this remains a priority. To minimise any additional delay and reduce levels of anxiety for young people and their families, the team worked closely with parents, schools and professionals involved, to secure high quality professional assessments and person-centred EHC Plans were finalised.
- 4.5 Going forward, the team will continue to work closely with families and professionals to produce person-centred EHC Plans and will obtain feedback from families on the quality of the plan and service received. The feedback will be gained by using Personal Outcome Evaluation Tool (POET) to further improve the service.

- 4.6 As at 28 September 2018, the percentage of EHC Plans issued within the 20 week period was 53%. This is a significant improvement from 30% reported at quarter one. The SEND Team has a minimum target of 75% of EHC Plans being finalised within the 20 weeks by 31 March 2019. To achieve this target, the team will now receive daily alerts on the Synergy System to support the close monitoring of EHC Assessments. In addition to this, the SEND Management Team will closely monitor all cases on a weekly basis to achieve the target, and assure improvement of service performance.
- 4.7 Unfortunately Performance Indicators relating to annual reviews are not currently reportable. This situation will only be short term and will be remedied as we work to further develop and improve the Synergy system. It is anticipated that annual review performance indicators will be reported from quarter 3.

The information below details how the team will schedule the EHC Plan annual review programme:

- Sept to Dec 2018 – Annual reviews scheduled to be held for the primary and secondary phase transfer year groups, to secure a school for September 2019: Nursery (9), Year 2 (95), Year 6 (125), Year 11 (130).
- Jan to March 2019 – Preparing for adulthood annual reviews scheduled to be held for Year 9 children (178), to ensure pathway to employment options are discussed, and school leavers (133) progress to an employment pathway, where appropriate.
- Sept 2018 to March 2019 – All Independent, Non Maintained Special Schools (144)

Note: Emergency reviews for children and young people will also be attended by a SEND Team Officer together with annual reviews for all children and young people currently attending Independent, Non-Maintained Special Schools.

- 4.8 The Council has developed a new and improved way of recording and managing cases. This will give absolute clarity on progression of cases and provide alerts to ensure deadlines are met where possible. The team received full training by the specialist IT supplier on 27 September and 4 October 2018. Full implementation took place on 1 October 2018 and will assist with the improvement of the Performance Indicator, SEND6 from quarter 3. Synergy 'Super Users' have now also been identified in the team and will provide accurate and timely monitoring reports and update the systems workflows so any future changes can be immediately implemented.
- 4.9 Communication has improved and the team are now working directly within locality areas to significantly improve and streamline communication channels for parents, schools and partners working with young people. See [SO&P SEND Team Locality Document](#), together with the new SEND Team structure chart (Appendix 3) which has been well received by schools and parents.

OTHER OPTIONS CONSIDERED

5.1 No other options

This report has been approved by the following officers:

Legal officer	Anna Pollard, Principal Lawyer
Financial officer	Alison Parkin, Head of Finance (Children and Young People)
Human Resources officer	N/A
Estates/Property officer	N/A
Service Director(s)	Gurmail Nizzer, Director of Commissioning (Acting), Suanne Lim, Director, Children's Integrated Services
Other(s)	Diane Whitehead, Head of School Organisation and Provision (Acting)

For more information contact:	Alex Lawson-Chamberlain, SO&P SEND Manager (Interim), 01332 642721. E-mail: alex.lawson-chamberlain@derby.gov.uk
Background papers:	None
List of appendices:	Appendix 1 - Implications Appendix 2 - Performance Indicators Appendix 3 – SO&P SEND Team Structure

IMPLICATIONS

Financial and Value for Money

- 1.1 The Council has prioritised additional funding to further increase capacity in the proposed new SO&P SEND Team.

Legal

- 2.1 An Education Health Care (EHC) Plan details the education, health and social care support that is to be provided to a child or young person who has learning difficulties and/or a disability which results in him or her having Special Educational Needs. It is drawn up by the LA after an EHC Needs Assessment of the child or young person has determined that an EHC plan is necessary and after consultation with relevant partner agencies.

The Special Educational Needs and Disability (SEND) Regulations 2014 under the Children and Families Act 2014 were introduced on 1 September 2014. By 1 April 2018, all local authorities were required to have transferred all children and young people with statements of SEN who meet the criteria for an EHC plan and issue an EHC plan. Alternatively local authorities must have made a decision that it was not necessary, to issue an EHC Plan.

The SEND Regs and SEN Code of Practice 2015 set out the statutory timescales for EHC needs assessment and EHC plan development.

- i) Within 6 weeks of receiving a request from a school or a parent/young person LAs are required to decide whether to conduct an EHC needs assessment.
- ii) Having undertaken an EHC needs assessment the LA must determine whether or not to issue an EHC plan. This decision has to be made within 16 weeks of the LA receiving a request for an EHC needs assessment.
- iii) Where in light of an EHC needs assessment is necessary for special educational provision to be made in accordance with an EHC plan the LA must prepare a plan.
- iv) A draft plan is then sent to the parents/young person who have 15 days to make representations about the content of the plan/express a preference for an educational institution.
- v) A finalised plan must be issued within 20 weeks of the initial request for an assessment.

Personnel

3.1 None directly in relation to this report.

IT

4.1 None directly in relation to this report.

Equalities Impact

5.1 None directly in relation to this report.

Health and Safety

6.1 None directly in relation to this report.

Environmental Sustainability

7.1 None directly in relation to this report.

Property and Asset Management

8.1 None directly in relation to this report.

Risk Management and Safeguarding

9.1 None directly in relation to this report.

Corporate objectives and priorities for change

10.1 This report supports the Council priority outcomes of Enabling individuals and communities, and Raising achievement and skills.

Derby City Council – Draft SEND Priority Performance Measures / Indicators for 2018/19

Performance measure details				
Ref	Description	Additional definition details	Reporting frequency	Position as at 01/10/2018
SEND1	Total number of children and young that Derby City Council maintains an Education, Health and Care Plan (EHC) Plans	Count of all open plans – Snapshot at a point in time	Quarterly	2,039
SEND2	Total number of EHC Plans ceased within last quarter	Count of all plans ceased – cumulative over the year	Quarterly	42
SEND3	Total number of new requests for EHC Needs Assessment within last quarter	Count of all new plan requests	Quarterly	186
SEND4	Number of children in the city with an EHC PLANS, at key transition points a) Nursery b) Year 2 c) Year 6 d) Year 11 e) Year 9 – Preparing for Adulthood	Snapshot at the start of the academic year (September)	Annual	Nursery – 9 Year 2 – 95 Year 6 – 125 Year 9 – 178 Year 11 – 130 Total = 537
SEND5	Percentage of EHC Plans with a review scheduled within the next 3 months	Number of reviews planned for the next three months / total number of plans open for 12 months or more	Quarterly	Work in progress
SEND6	Percentage of EHC Plans issued within 20 weeks	Number of new plans issued in 20 weeks / total number of new plans – cumulative over the year	Quarterly	53%
SEND7	Total number of complaints received	Count of all complaints – cumulative over the year	Quarterly	Work in progress
SEND8	Average time to respond to a complaint	Average working days to respond to all complaints – cumulative over the year	Quarterly	Work in progress
SEND9	Percentage of annual reviews in timescale (in the	Percentage of reviews from the	Quarterly	Work in progress

Performance measure details				
Ref	Description	Additional definition details	Reporting frequency	Position as at 01/10/2018
	last quarter)	previous quarter that took place as planned, within timescale – snapshot		
SEND10	Percentage of EHC Plans that have not been subject to an annual review in the last 12 months	Total number of plans with a review older than 12 months ago / total number of plans open for 12 months or more - snapshot	Quarterly	Work in progress
SEND11	Total number of mediation sessions attended	Total cumulative position	Quarterly	7
SEND12	Total number of mediation certificates issued	Total cumulative position	Quarterly	17
SEND13	Total number of cases considered at tribunal	Total cumulative position	Quarterly	36
SEND14	Total number of cases upheld at tribunal	Total cumulative position	Quarterly	1

School Organisation & Provision SEND Team

