

**Written Statement of Action Update Report - School Forum 16<sup>th</sup> June 2022**

**Introduction**

The Local Area SEND Inspection took place in November 2021 with an outcome that required a written statement of action to be co-produced and delivered by the Local Area. The Written Statement of Action was approved by Ofsted and the CQC in April 2022 and work has started at pace to ensure that the outcomes can be achieved in line with the commitment made in the statement. The work of the WSOA is integral to the work of School Forum and the delivery of a further reduced and efficient higher needs block.

The report is brought to Forum members to outline the progress that is being made in each of the workstream areas and to offer the opportunity for discussion, beyond the education representation that is present within each workstream group.

The full Written Statement of Action can be found at <https://www.torbay.gov.uk/media/18021/torbay-written-statement-of-action-final-version-33-14th-april-2022.pdf>

**Summary of Progress and Actions reported to SEND Board 22<sup>nd</sup> May 2022**

Task Name	LO/AO	Duration	Start	Finish	% Work Complete	RAG
<b>Focus Area 1 - JSNA</b>	<b>LS/NM</b>	<b>261 days</b>	<b>Wed 13/04/22</b>	<b>Wed 12/04/23</b>	<b>0%</b>	
1A Create a JSNA Data Group	JC/BB	35 days	Wed 13/04/22	Tue 31/05/22	5%	Started
1A.6 Ensure monthly updates to the JSNA	MG/JC/BB	253 days	Wed 13/04/22	Fri 31/03/23	5%	Started
<b>Focus Area 2 - Joint Commissioning</b>	<b>NM/TF/JT</b>	<b>523 days</b>	<b>Fri 01/04/22</b>	<b>Tue 02/04/24</b>	<b>0%</b>	
2A Establish a Joint Commissioning Group	HP/TT	13 days	Wed 13/04/22	Fri 29/04/22	100%	Green
2A.1 Create a joint vision of commissioning	TT	57 days	Wed 13/04/22	Thu 30/06/22	5%	Started
2A.5 Identify best practice for contract monitoring and performance	TT	123 days	Wed 13/04/22	Fri 30/09/22	5%	Started
2C Address the overspend in the High Needs Block	RW	383 days	Wed 13/04/22	Fri 29/09/23	5%	Started
<b>Focus Area 3 - SEND Strategy</b>	<b>NM/DA</b>	<b>362 days</b>	<b>Wed 13/04/22</b>	<b>Thu 31/08/23</b>	<b>0%</b>	
3A Establish a SEND Strategy Group to develop a co-produced aspirational vision	RW/HP	57 days	Wed 13/04/22	Thu 30/06/22	5%	Started
3A.2 Refresh the local offer content	DHd	273 days	Wed 13/04/22	Fri 28/04/23	5%	Started

<b>Focus Area 4 - Self-evaluation for the effectiveness of the SEND Strategy</b>	NM/DA	513 days	Wed 13/04/22	Fri 29/03/24	0%	
4A Build on the partnership quality assurance process	RS	144 days	Wed 13/04/22	Mon 31/10/22	5%	Started
<b>Focus Area 5 - Values led, shared culture and co-produced SEND system</b>	NM/DA	209 days	Thu 14/04/22	Tue 31/01/23	0%	
5A Establish a Culture Group	RW/HP	34 days	Thu 14/04/22	Tue 31/05/22	5%	Started
<b>Focus Area 6 - Ensure lived experience informs all operational and strategic work</b>	NM/DA/JW/TF/LS	339 days	Wed 13/04/22	Mon 31/07/23	0%	
6A.2 Make improvements in the use of both written and spoken language	RS	56 days	Wed 13/04/22	Wed 29/06/22	5%	Started
6B Ensure that there is shared communication through the local offer	DHd	339 days	Wed 13/04/22	Mon 31/07/23	5%	Started
<b>Focus Area 7 - Ensure leaders across area understand the impact of culture work and hold each to account.</b>	NM/DA	362 days	Wed 13/04/22	Thu 31/08/23	0%	
7C Move away from 'them and us' culture to develop a shared approach using a published programme of workforce development and training	SW/BM	123 days	Wed 13/04/22	Fri 30/09/22	5%	Started
<b>Focus Area 8 - Ensure we understand and embed the lived experience of families.</b>	NM/DA	296 days	Wed 13/04/22	Wed 31/05/23	0%	
8A Establish a group of partners (within the Culture Group) to produce a Co-production Charter/Strategy	DHd/SG	78 days	Wed 13/04/22	Fri 29/07/22	5%	Started
8B Create opportunities to allow professionals working with families in education, social care and health to work with parents, carers and young people to hear and understand the 'lived experience' of families	RS	273 days	Wed 13/04/22	Fri 28/04/23	5%	Started
8B.1 Create a partnership communication plan	KS/AC/JG	78 days	Wed 13/04/22	Fri 29/07/22	5%	Started

<b>Focus Area 9 - Implement a 'tell it once' approach</b>	NM/JT	253 days	Wed 13/04/22	Fri 31/03/23	0%	
9A Within the SEND Strategy group: review the processes within SEND across all agencies and schools to take a 'tell it once' approach	SE/HP	56 days	Wed 13/04/22	Wed 29/06/22	5%	Started
<b>Focus Area 10 - All stakeholders to be committed to the principles of working together</b>	NM/DA	339 days	Wed 13/04/22	Mon 31/07/23	0%	
10A Develop a plan to ensure health and social care advice is embedded in EHCPs	DHd/RS	78 days	Wed 13/04/22	Fri 29/07/22	5%	Started
10B Ensure EHCPs reflect the provision available from the voluntary and community sector where appropriate	DHd	78 days	Wed 13/04/22	Fri 29/07/22	0%	Red
10D The Council and CCG issue a public statement of commitment	KS/AC/JG	57 days	Wed 13/04/22	Thu 30/06/22	5%	Started
10E The Council and CCG to agree respective senior officers, within SEND Strategic Board, with lead responsibility for co-production in their organisations, who receive regular reports on the outcomes of the quality assurance framework for co-production	NM/DA	24 days	Wed 13/04/22	Mon 16/05/22	90%	Green
<b>Focus Area 11 - The Graduated Response is used effectively</b>	NM/JT	471 days	Wed 13/04/22	Wed 31/01/24	0%	
<b>Focus Area 12 - Identification of availability of support for social, emotional and mental health and wellbeing</b>	NM/JT	273 days	Wed 13/04/22	Fri 28/04/23	0%	
<b>Focus Area 13 - Exclusion Data is examined sufficiently to direct input so that exclusion rates are reduced.</b>	NM	210 days	Wed 13/04/22	Tue 31/01/23	0%	
<b>Focus Area 14 - There is a comprehensive approach to</b>	NM/DA/JW	644 days	Wed 13/04/22	Mon 30/09/24	0%	

<b>the provision of post 16 opportunities</b>						
14C Build on the existing transition protocol between children and adult services to enable young people to be supported as they move from one service to another including decision making and resolution arrangements.	BT	35 days	Wed 13/04/22	Tue 31/05/22	5%	Started
14D Analyse 'ceased' plans and 'excellent' EHC plans to identify what has worked well and what could be better and share this practice, including feedback from young people and what worked for them.	HS/RS	188 days	Wed 13/04/22	Fri 30/12/22	5%	Started
<b>Focus Area 15 - The assessment process results in high quality EHCPs and annual reviews</b>	<b>RW</b>	<b>339 days</b>	<b>Wed 13/04/22</b>	<b>Mon 31/07/23</b>	<b>0%</b>	
15a Within the SEND Strategy Sub-Group	DHd	188 days	Wed 13/04/22	Fri 30/12/22	5%	Started
15A.1 Establish an end-to-end review of EHCP and Annual Review processes using SEND FVT and partners as critical advisors (cross ref to: 14G)	DHd	188 days	Wed 13/04/22	Fri 30/12/22	5%	Started
15A.2 Review the current formats for seeking parent, carer and young people's views to ensure it is fully accessible and seeks a breadth of information and implement, building in the 'tell it once' action (cross ref to 16E and 9A)	KS/AC/JG	57 days	Wed 13/04/22	Thu 30/06/22	5%	Started
15C Build on current practice to develop a rigorous multi-disciplinary quality assurance process with partners which establishes a baseline of the quality of EHCPs.	HS	78 days	Wed 13/04/22	Fri 29/07/22	5%	Started
<b>Focus Area 16 - There is high quality co-produced advice from all providers.</b>	<b>NM/DA</b>	<b>339 days</b>	<b>Wed 13/04/22</b>	<b>Mon 31/07/23</b>	<b>0%</b>	

16B Review the processes within SEND across all partners to enable a 'tell it once' approach, so families are required to give information once.	BT	57 days	Wed 13/04/22	Thu 30/06/22	5%	Started
<b>Focus Area 17 - There is a clear thread through plans that reflects the desired outcomes for the young person</b>	NM/SO	339 days	Wed 13/04/22	Mon 31/07/23	0%	
17B Attach greater importance to each child and young person's aspirations so that they are fully considered and are individual to their plan.	HS	78 days	Wed 13/04/22	Fri 29/07/22	5%	Started
<b>Focus Area 18 - There is a learning and development programme for all teams to address consistency.</b>	NM/DA	123 days	Wed 13/04/22	Fri 30/09/22	0%	

27 actions were due to have started in April 2022, of which 27 have been reported. 26 have been started (97%). For all those actions where we have an update, meeting dates and future actions have been identified. Given the short deadline and the Easter break there has been an excellent response to requests for updates and additional information.

The representation of schools and colleges has now been provided by phase associations. Individuals are being invited to meetings to ensure that the education sector are able to co-produce and design the system collectively.

## Conclusion

Much work has already progressed to ensure that the right systems are in place to take forward the work across all professional agencies. The views of parents/carers and young people are being sought and brought to the working groups. Continued engagement and proactive attendance/contributions to the work is essential to secure the pace of change required.

Association meetings need to ensure that their nominated representatives have a mechanism to feedback so that the direction of travel and key decisions are being appropriately considered.

1. Note the financial position and continue to work with the Local Authority to address the spending profile.
2. School Forum engage with the Local Authority in the co-production and delivery of the recovery plan for the Safety Valve agreement.

## Rachael Williams

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