



Lancashire Health and Wellbeing Board - SEND Sub-Committee
Monday, 22 March 2021, 2.00 pm,
Teams Virtual Meeting

AGENDA

Part I (Open to Press and Public)

Agenda Item	Item for	Intended Outcome	Lead	Papers	Time
1. Welcome, introductions and apologies	Action	To welcome all to the meeting, introduction and receive apologies.	Chair		14:00
2. Disclosure of Pecuniary and Non-Pecuniary Interests	Action	Members of the Sub-Committee are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.	Chair		
3. Minutes of the Last Meeting held on 3 February 2021	Action	To agree the minutes of the previous meeting.	Chair	(Pages 1 - 6)	

Agenda Item	Item for	Intended Outcome	Lead	Papers	Time
4. Lancashire Special Educational Needs and Disabilities Partnership - Update on the Accelerated Progress Plan	Action		Sarah Callaghan	(Pages 7 - 16)	14:05
5. Urgent Business	Action	An item of Urgent Business may only be considered under this heading, where, by reason of special circumstances to be recorded in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Members' intention to raise a matter under this heading.	Chair		15:55
6. Date of Next Meeting	Action	The next scheduled meeting of the Sub-Committee will be held at 10am on 21 June 2021.	Chair		

L Sales
Director for Corporate Services

County Hall
Preston

Agenda Item 3

Lancashire Health and Wellbeing Board - SEND Sub-Committee

Minutes of the Meeting held on Wednesday, 3rd February, 2021 at 2.00 pm in Teams Virtual Meeting - Teams

Present:

Chair

County Councillor Phillippa Williamson, Cabinet Member for Children, Young People and Schools

Committee Members

County Councillor Shaun Turner, Cabinet Member for Health and Wellbeing
Debbie Corcoran, Greater Preston CCG
Kevin Toole, Fylde and Wyre CCG

Apologies

None

1. Welcome, introductions and apologies

The Chair welcomed all to the meeting.

There were no apologies.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Debbie Corcoran long standing non-pecuniary interest, relating to a family member who had been diagnosed with special needs was declared.
There were no other declarations.

3. Minutes of the Last Meeting held on 18 December 2020

In relation to the Autism Spectrum Disorder Pathway, on page 3 of the agenda, it was noted that in addition to the suggestion of the National Autism Spectrum Lead being invited to a future meeting of the SEND Sub-Committee, it was also noted that deep dives of all five areas should be held in order to give a greater depth of understanding and add value to the scrutiny process.

In relation to the Transitions in Health Care, on page 4 of the agenda, it was noted that following the benchmarking process on transitions in health care, an assurance was given that the Accelerated Progress Plan was broadly in line with other areas.

Resolved: That the minutes of the meeting held on 18 December 2020 be confirmed as a correct record and signed by the Chair.

4. Lancashire Special Educational Needs and Disabilities Partnership - Update on the Accelerated Progress Plan

Zoe Richards, Senior Programme Manager for SEND (Lancashire and South Cumbria, Hilary Fordham, Morecambe Bay Clinical Commissioning Group (CCG), and Dave Carr, Head of Service Policy, Information and Commissioning (Start Well) introduced the item. It was noted that the information presented related to the December highlight report.

Each action in the report was taken in turn and members provided comments to each action.

Action One: Leaders' Understanding of Local Area

In relation to Action One: Leaders' Understanding of Local Area, the following key messages were noted:

- The two new SEND Partnership members of staff had both commenced employment on 4 January.
- The inaugural Integrated Care System Parent Reference Group had been held in December, the feedback from which was extremely positive.
- Pilot feedback mechanisms had commenced in January.
- The workshop to continue to improve leaders' understanding of the local area had taken place in January and members would be updated at the next meeting of the SEND Sub-Committee.
- Work was on-going in relation to providing layers of education, care and health data, which would be collaborated into dashboards and subsequently analysed.

In response to a query over turning the data into intelligence, it was reported that a data-flow model had been designed to support the understanding of education outcomes, with the layers of data being broken down into annual, half-yearly, quarterly and monthly layers, which were overlaid together to provide intelligence that could be analysed and used in deciding on the next steps to be taken.

- The pandemic continues to pressurise Business Intelligence Teams within health providers and, in response to a query, an assurance was given that this had been escalated with the two outstanding Trusts – Southport & Ormskirk and Mersey Care, and were currently being addressed. It was confirmed that an update would be provided in the February highlight report to the SEND Sub-Committee, when the situation would in all likelihood be more optimistic.
- An update on the performance framework would be provided at the next meeting and members were asked to consider any areas they felt should be covered over the next month to ensure all relevant information is included.

Action 2: Joint Commissioning

In relation to Action 2: Joint Commissioning, the following key messages were noted:

- The mapping of special nursing services had been completed, as had the mapping and reviewing of incontinence services across Lancashire, with further work still taking place.
- Current policy arrangements in each Integrated Personal Commissioning (ICP) had been identified and a process of engagement was on-going to obtain feedback.
- The commissioning framework paper presented to the Children and Young People's Commissioning Network had now received approval and had been shared with members of the SEND Sub-Committee.
- The Lancashire Commissioning Group held its first meeting in December 2020 and a considerable amount of work was taking place to jointly review data and intelligence to assess services and support the decision-making process.
- Identification of the Special Schools Public Health School Nurses had been completed and the information had recently been uploaded to the Schools Portal.
- The transition process for adopting a new continence policy was still outstanding. Whilst the framework would be agreed and implemented across each area, some commissioning gaps had been identified, and measures were being taken to address this.

Action 3: Autism Spectrum Disorder (ASD) Pathway

In relation to Action 3: Autism Spectrum Disorder (ASD) Pathway, the following key messages were noted:

- Work had taken place on the recovery plan process, to reduce the number of children and young people on the Autism Spectrum Disorder pathway, with Clinical Commissioning Groups being issued with contract letters to provider for the completion of the recovery plan and outcome measures. Parents and carers on the Integrated Care System wide reference group had also been updated about the assessment pathway.
- A mapping exercise had been undertaken in December 2020 to identify the support available to parents, which revealed further communication work would be needed around commissioned services to third party agencies that deliver services on behalf of the NHS.
- The gap and demand analysis report had recently been received.
- The Neuro-Development Co-ordinator posts had now been advertised and it was hoped that appointments would be made in the near future.
- Work was taking place with an NHS provider to look at alternative ways of managing and delivering the quality of outputs from private providers and, although this was delaying the overall project in terms of the recovery plan, this would enable higher quality support to families.

Following a query regarding the additional support that had been agreed for families on the Autism Spectrum Disorder Pathway, it was confirmed that a range of support was available, which should be offered in different ways to build interest and raise awareness. Schools had also offered digital access to families to use their systems and work was due

to commence to action this. In addition, all families are contacted on a regular basis to update them on their pathway.

With regard to the Integrated Care System wide reference group for parents, children and young people that was due to be established in the near future, it was clarified that there was no issue in linking in with parents and carers and connecting with the broad spectrum of children and young people living with Autism Spectrum Disorder.

Action 4: Transitions in Health Care

In relation to Action 4: Transitions in Health Care, the following key messages were noted:

- Data requirements for transitions had recently been agreed and reported to the SEND Partnership Board.
- An agreement was now in place for the model for each provider – 'Ready, Steady, Go – Hello', which had been nationally co-produced and had a nationally recognised approach to the transition approach. Feedback from some providers indicated that the model would need adapting in some circumstances, particularly for those children and young people with more complex needs.
- Adult Services had not yet engaged with the transition agenda due to the COVID-19 pandemic.

Following the presentation, the following were clarified:

- Adult Services by its very nature, delivers a diverse range of services, and all providers should have multi-agency panels in place to look at every child/young person from the age of 14+ to ensure they were on the most appropriate pathway for their transition to Adult Services.
- Each provider should also have a SEND Champion, who would lead their respective SEND Improvement Group and report to the Integrated Care System wide SEND Champions Network.

Action 5: Local Offer

In relation to Action 5: The Local Offer, the following key messages were noted:

- The Local Offer Development Officer commenced employment on 4 January 2021.
- As the work on the directory of services was focussing on providing meaningful and relevant information, the completion date had been delayed. The content of the directory needed to include information on education provision, Lancashire's short break providers and more health information. Once implemented, the local offer would need to be made more easily accessible by raising awareness and responding to feedback.
- A collaborative bid for non-recurrent funding to strengthen the health input of the local offer had been submitted to NHS England and an update would be provided at the next committee meeting.
- In addition to the website, social media was seen as a key way of disseminating information on the local offer and the Local Offer Development Officer was

developing information for social media platforms that would further attract children and young people.

Resolved: That;

- i. The current progress of and risks and challenges on the five areas of concern in the Accelerated Progress Plan (APP) were noted;
- ii. With regard to Transitions in Health Care, more detailed information in relation to Transitions in Health Care would be drafted and disseminated to members of the Sub-Committee in the form of a diagram to explain the different groups and how they would connect at service provider level, along with a summary of the Ready, Steady, Go – Hello model and more detailed information of the numbers of children and young people per panel; and
- iii. The YouTube video uploaded by the Local Offer Development Officer as a means of introduction would be forwarded to members of the Sub-Committee in order to see ways in which social media platforms raise awareness.

5. Urgent Business

There was no urgent business.

6. Date of Next Meeting

It was noted that the timing of future meetings of the Sub-Committee would be reviewed in an attempt to ensure that the most up-to-date information could be reported to the Sub-Committee, whilst still fitting in with the Health and Wellbeing Board and SEND Partnership Board meetings.

Resolved: That, the next meeting of the SEND Sub-Committee was scheduled for 10.00am on Monday 22 March 2021.

L Sales
Director of Corporate Services

County Hall
Preston

Lancashire Health and Wellbeing Board

Meeting to be held on Monday, 22 March 2021

Lancashire Special Educational Needs and Disabilities Partnership - Update on the Accelerated Progress Plan

(Appendix 'A' refers)

Contact for further information:

Sarah Callaghan, Director of Education and Skills, Lancashire County Council, Tel: 01772 538840, sarah.callaghan@lancashire.gov.uk

Executive Summary

This report provides members with an update on the progress of the Accelerated Progress Plan (APP) on the five areas requiring improvement since the last meeting of the Sub-Committee on 3 February 2021.

Recommendation/s

The Health and Wellbeing Board – SEND Sub Committee are being asked to:

- i) Note the progress of the Accelerated Progress Plan (APP) on the five areas of concern, including the areas highlighted in 'red' or 'amber'; and
- ii) Challenge and question progress on the work being carried out to deliver the Accelerated Progress Plan (APP), including highlighting any particular areas of concern that the SEND Partnership is to provide further assurance on.

Background

The Lancashire SEND Accelerated Progress Plan (APP) has now reached the mid-way point in delivery, with the Department for Education and NHS England conducting their 6 month monitoring meeting on 24th March 2021. This report provides the update position at this mid-way point, including the key successes, risks associated with delivery, and the monthly highlight report for February.

Summary of the Update on the Accelerated Progress Plan (APP)

Delivery of the Accelerated Progress Plan continues, with most actions on target. Many of the delays with Action 5 (Local Offer) that resulted from the wait for a new member of staff to start in January have been addressed and tasks have been completed, with a clear plan for other tasks to be delivered within the period of the Accelerated Progress Plan.

There is an on-going risk with adult service engagement within healthcare providers, however this had been escalated and an action plan is now in place to ensure this situation is managed.

A monitoring meeting will be taking place with the Department for Education and NHS England and NHS Improvement on Wednesday 24 March 2021 and evidence has been submitted to support this visit. The evidence is based around a request in advance of the

meeting from the Department for Education and illustrates the processes and systems in place to capture the impact of the work to date against the five areas. Officers will talk to this evidence at the meeting.

The information contained in the evidence relates to the Accelerated Progress Plan Key Performance Indicators enablers demonstrates the activity that is being delivered to achieve the outcomes expected by Department for Education by 30th September 2021. This is being used to illustrate the current position with delivery including slippage and will provide greater detail on the point of delivery that has been achieved with the Accelerated Progress Plan, along with assurance of the systems that are in place to ensure robust programme management supports the improvement programme.

Particular successes in February include the ongoing activity with the Autism Spectrum Disorder Recovery Plan, ongoing improvements with meaningful data and the commissioning intelligence dashboard, the completion of the draft continence policy (now referred to as the Bowel and Bladder Framework) ready for approval by the March Collaborative Commissioning Board, and the development of improved ways of engaging with parent carers through the Lancashire Parent Carer Forum to get feedback on the Local Offer.



Accelerated Progress Plan Highlight Report

28th February 2021

Because of the actions of the Accelerated Progress Plan, children and young people with SEND will ...

1. Experience improved services due to leaders having a better and accurate understanding of the local area
2. Be able to access and receive support from the right service at the right time
3. Have access to relevant support and information while on the ASD waiting list
4. Have a transition plan in place that supports progression out of children's health care to age-appropriate and/or needs-appropriate health care
5. Be able to engage in the on-going development of the Local Offer as a source of support and as a result be able to use it easily to access relevant information

Lancashire SEND Accelerated Progress Plan Highlight Report Date: 28/02/21 Action 1: Leaders' Understanding of Local Area

Priorities in APP for Delivery by 30/09/2021 (as in APP Submission):

1. Establish a LCC and Health leads for data quality across the partnership and key to manage data flow
2. Implement milestones and step-by-step targets for projects and action plans to illustrate progress
3. Develop the partnership data dashboard to inform leaders about the measures of success
4. Review the POET survey and implement improved feedback systems
5. Ensure feedback about service effectiveness contributes recurrently to delivery groups and Board

Key Progress Since Last Update:

- Understanding of layers of data from education, care and health continues to improve with analysis of what this means taking place. Presentation pulling key areas of focus from the annual dashboard to SEND Partnership Board in March and subcommittee to HWB Board in March
- Parent/carer and young person annual review survey now live
- IAS and PCF to produce quarterly/bimonthly reports to support the triangulation of feedback from families
- Data analyst started in new post on 01.03.21 and will be supporting the development of SEND data dashboard across Education and Skills

Key Milestones This Quarter (to 31/03/21)	Due Date	Responsible Owner
Implement systems for securing feedback from parent carers at the point of service delivery, so that leaders are assured up-to-date and current information supports decision-making	31/01/21	Sarah Callaghan and Zoe Richards
Implement a range of feedback reporting mechanisms across the partnership	31/01/21	Sarah Callaghan and Zoe Richards
Ensure that feedback from parent carers about service effectiveness contributes recurrently to each delivery group meeting and SEND Partnership Board.	31/01/21	Sarah Callaghan and Zoe Richards

RISKS	MITIGATION	RAG
Data from health is varied as different methods of business intelligence are in use and patient records vary	Data QuIP Group with membership from across all providers working together with ongoing actions to address	

Action in Next Month	Action in Next 3 Months	Action in Next 6 Months
Training for SENCOs in Early Years, schools and Further Education colleges & Inclusion staff	Establish reporting cycle parental feedback following finalisation of EHC plans.	Theme and trends analysis of feedback and data for continuous improvement
Continuous review of improvement measure to ensure effectiveness and outcomes achieved	Implement and monitor Workforce Development Strategy across sectors	
Develop and agree a Workforce Development Strategy to increase knowledge of SEND	Review the Data Dashboard and all project plans / HLRs	

Key Issues / Gaps: None

Support Requirements: None

Lancashire SEND Accelerated Progress Plan Highlight Report

Date: 28/02/21

Action 2: Joint Commissioning

Priorities in APP for Delivery by 30/09/2021 (as in APP Submission):

1. Review the local area joint commissioning arrangements against the Children and Families Act 2014, setting out how each is being delivered
2. Specify and share the public health nursing arrangements for special schools
3. Implement an evaluation process to assess the effectiveness of jointly commissioned service
4. Secure good quality data from a range of sources to inform joint commissioning decision-making e.g. JSNA; EHCP's; feedback from parent carers, SENDIAS, DCOs and schools (Whole School SEND)
5. Review and address the specific inequalities in special school nursing provision
6. Review and address the specific inequities in specialist children's nursing services
7. Agree and implement consistent policy arrangements for the provision of continence services, ensuring appropriate services can be accessed in all areas of Lancashire

Key Progress Since Last Update:

- Lancashire Commissioning Group continues to meet to improve the commissioning framework
- ICS continence service renamed to 'Bowel and Bladder Framework' to reflect need and service provision. This is on the agenda for Collaborative Commissioning Board on 09.03.21 for approval
- Recommendations for Special school nursing provision on the agenda for CCB on 09.03.21
- Development of the offer for Special nursing services is progressing

Key Milestones This Quarter (to 31/03/21)	Due Date	Responsible Owner
Populate commissioning intelligence dashboard and establish mechanism to jointly review data and intelligence to assess services	31/03/21	Dave Carr
Communicate with special schools re: named Public Health school nurses	31/03/21	Karen Gosling
Review mapped special nursing services to understand gaps	31/06/21	Kirsty Hamer
Agree Continence Framework for provision of consistent service	31/03/21	Steve Flynn

RISKS	MITIGATION	RAG
Transition process required for adopting new continence policy may take time	Prepare for transition process immediately policy is ratified – paper to go to Collaborative Commissioning Board March meeting	

Action in Next Month	Action in Next 3 Months	Action in Next 6 Months
Report the commissioning intelligence dashboard to the SEND Partnership Board from March 2021	Implement recommendations to address the specific inequities in specialist children's nursing services	Collate feedback and review outcomes and performance of service since new provision for special school nursing has been implemented
Implement consistent policy arrangements for the provision of continence services (now referred to as Bowel and Bladder Framework)	Develop user friendly framework using feedback gathered & clearly highlight where services performing well or potential gaps/priorities for future commissioning development	Collate feedback and review outcomes and performance of service since new provision for continence has been implemented
Development of specialist children's nursing standard		

Key Issues / Gaps: Project support for special school nursing provision due to redeployment for Covid-19 vaccination programme, however impact has been minimised through collaboration

Support Requirements:

- CCB will be asked in March to approve the continence framework/policy, and to understand future commissioning requirements
- CCB will be asked in March to approve recommendations for special school nursing provision

Lancashire SEND Accelerated Progress Plan Highlight Report

Date: 28/02/21

Action 3: ASD Pathway

Priorities in APP for Delivery by 30/09/2021:

1. Develop an ASD waiting time recovery plan for those areas with long waiting lists
2. Undertake a demand analysis for ASD assessment and diagnosis
3. Improve the feedback loop with parent carers, and with CYP to support ongoing improvements
4. 70% of parent carers who provide feedback about the ASD / ND support report that the support their child or young person is receiving is good or better

Key Progress Since Last Update:

- ND Co-ordinator recruitment is ongoing – these roles will assist with the ASD Support Offer
- LSCFT have implemented the triage approach. BTH which was first to implement waiting list initiative now has zero people awaiting triage.
- Mapping of support offers is underway, and the PCF has agreed to support understanding what families want in terms of support
- Feedback has been collected and will be reported at the beginning of March
- Deep Dives have taken place with a range of practitioners and LCC staff

Key Milestones This Quarter (to 31/03/21)	Due Date	Responsible Owner
Undertake gap and demand analysis and a feasibility study of future potential models	31/12/20	Maria Nelligan LSCFT
Set up mobilisation group and project plan and define specification for recovery plan	31/01/21	Zoe Richards
Identify support mechanisms required for families	31/01/21	Zoe Richards
Develop questions for feedback from families on ASD services, with initial feedback at 30% as from 31/12/20 to 31/03/21	31/03/21	Julia Westaway

RISKS	MITIGATION	RAG
Issues regarding the quality of the outputs from private providers	Alternative ways of delivering digital assessments have been identified, including other providers	

Action in Next Month	Action in Next 3 Months	Action in Next 6 Months
Review recommendations from gap and demand analysis report (Ian Davidson)	100% of children and young people on the waiting list receive second contact regarding length of wait and support available	Agree proposal for ICS ASD / ND pathway improvement
Present paper to CCB for next steps funding requirement including amends to recovery plan regarding appointment of digital assessment provider	50% of parent carer feedback about ASD / ND support is good or better	Implement second phase of ASD / ND pathway improvement and waiting list recovery (as per agreement of CCB paper)
Co-produce whole-system ASD Pathway Improvement Model	Hold engagement event for ASD/ ND pathway improvement	

Key Issues / Gaps: None

Support Requirements: None

Priorities in APP for Delivery by 30/09/2021:

1. Develop and implement a joined up ICS strategy to support transition in healthcare
2. Identify and put in place the data requirements to monitor transitions processes and delivery
3. Agree and implement transitions pathways that support transition into adult services
4. Review service provision and identify commissioning gaps
5. Implement mechanisms to share learning and good practice

Key Progress Since Last Update:

- Engagement with parent / carers ongoing with collation of feedback, survey results and useful case studies
- Results of first survey analysed and informed the drafting of second survey which will be circulated in March
- Adult services engagement discussed with providers and strategic direction agreed
- Transition panels identified as keystone to delivery of this action and good practice of how these work shared with task and finish group
- Agreed data sets provided to Data QuIP lead to implement

Key Milestones This Quarter (to 31/03/21)	Due Date	Responsible Owner
Share project plan with ICPs to support their local plans	31/01/21	Zoe Richards
Set up engagement meeting with providers	31/01/21	Zoe Richards
Providers confirm adult services engaged with transitions outcomes	28/02/21	Zoe Richards
Data requirements for transitions agreed and reporting to SEND Partnership Board	31/12/20	Scott Johnson

RISKS	MITIGATION	RAG
Adult services engagement continues to be an issue for transitions agenda	Setting up of panels to consider each case is being seen as route to engage with adult services	Yellow
Data requirements agreed but new requirement for data collection for providers and now needs setting up	Data QuIP is being used as route to manage the data requirements, and panels are seen as crucial in supporting this	Yellow

Action in Next Month	Action in Next 3 Months	Action in Next 6 Months
Develop reporting process to identify and assess transition need (Panels)	Agree and implement protocols / model for effective joint working arrangements	Implement monthly and quarterly data submissions
Identify the data required to monitor transitions across providers	Identify gaps in commissioned services up to 25 years of age to inform future arrangements	Arrange for those whose needs are at a level that do not require specialist intervention, but need support managing their on-going condition
Set up feedback mechanism to receive feedback from families, with initial feedback at 20% as at 31/12/20 to 31/03/21	45% of young people feedback about transition process tells us their experience is good or better	Collate feedback and review outcomes and performance of service since new provision implemented
Link in with ICS-wide reference group with parent carers	Implement mechanisms to share and disseminate learning from the partnership arrangements	

Key Issues / Gaps: Adult services need to engage with the transitions approach – continues to be an issue in part due to COVID response, but strategies are being put in place to improve this position
Data gap will be an ongoing issue due to systems that need to be set up. The Data QuIP continues to provide support to BI colleagues

Support Requirements: Each provider has been asked to start setting up transition panels – support on how this works has been given to providers in February Transitions

Lancashire SEND Accelerated Progress Plan Highlight Report

Date: 28/02/21

Action 5: Local Offer

Priorities in APP for Delivery by 30/09/2021 (as in APP Submission):

1. Appoint the partnership post of Local Offer Development Officer to further develop the local offer website, alongside the broader communication and engagement activity
2. Complete and implement the directory of services, to improve the information about local provision in the area
3. Implement a tool to enable parent carers to share their views about the local offer and analyse the findings
4. Report timely feedback received through the local offer website to the SEND Partnership Board and the Joint Commissioning Group, to improve understanding about parent carer experience of service provision
5. Schedule regular reviews of the information on the local offer website, to ensure it remains up to date, relevant and informs ongoing improvement
6. Agree and implement a variety of methods of communication and engagement links with parent carers over a 12-month rolling period to support required improvement in the local offer
7. Implement the changes to the local offer proposed by parent carers, young people and professionals, to increase the value of the information and ensure the platform is easy to navigate/use

Key Progress Since Last Update:

- Significant progress has been made by the new Local Offer Development Officer who has helped to catch up on some of the delays on delivery
- Health has been awarded £20,000 to strengthen health input to Local Offer – work commencing March 2021 to June 2021
- An instant feedback tool is available on the directory of services and will be available once launched
- Local Offer Development Officer now has access so that she can directly update directory of services via Idox data platform. Soft launch of directory anticipated in March/April
- Receiving feedback via webpage survey and survey created with PCF circulated on 26.02.21 via PCF network and FIND newsletter distribution list.

Key Milestones This Quarter (to 31/03/21)	Due Date	Responsible Owner
Complete and implement the directory of services	31/10/20	Anna Burkinshaw
Implement a web-based tool to enable parent carers to share their views about the local offer and analyse the findings	31/12/20	Anna Burkinshaw
Agree and implement a variety of methods of communication and engagement links with parent carers	31/01/21	Anna Burkinshaw
Develop more content for service directory	31/10/21	Anna Burkinshaw
Schedule regular reviews of information on local offer website	31/01/21	Anna Burkinshaw

Action in Next Month	Action in Next 3 Months	Action in Next 6 Months
Implement the changes to the local offer proposed by parent carers, young people and professionals	Review feedback received and produce improvement plan in response	
Agreed engagement plan on feedback to commence	Ongoing feedback, engagement and update of content	
Soft launch of directory		

RISKS	MITIGATION	RAG
Local Offer Development Officer started on 4 th Jan 2021 Vacancy impacted on activity	Postholder now started and has commenced work on outstanding /overdue actions	Green
Interface between service directory & ICS data	Agreed to defer launch. Development of further content is a priority for the Local Offer Development Officer	Yellow
Little feedback through feedback tool in Q2	Media campaign agreed and to launch in March	Green

Key Issues / Gaps: Local Offer Development Officer is now progressing with outstanding actions from the gap in this role. Target dates to be reviewed.





Support Requirements: Review the target and delivery dates of actions to align with Anna Burkinshaw, the new Local Offer Development Officer, now being in post

Page 15

Glossary of Abbreviations Used

- APP - Accelerated Progress Plan
- ASD – Autism Spectrum Disorder
- B6 – Band 6 (which is a health pay grade)
- BI – Business Intelligence
- CCB – Collaborative Commissioning Board (joint CCGs and local authority commissioning body)
- CCG – Clinical Commissioning Group
- CYP – Children & Young Person / People
- DCO – Designated Clinical Officer
- EHCP – Education Health and Care Plan
- HLR – Highlight Report
- ICP – Integrated Care Partnership
- ICS – Integrated Care System
- JSNA – Joint Strategic Needs Assessment
- LCC – Lancashire County Council
- LODO - Local Offer Development Officer (Anna Burkinshaw)
- ND Pathway – Neuro developmental pathway
- POET – Personal Outcomes Evaluation Tool (survey tool)
- Q1, Q2, Q3, Q4 – The year from April to March split into quarters, with Q1 being April-June for example
- SEND – Special Education Needs and/or Disability
- SENDIAS - Special Education Needs & Disability Information Advise and Support
- SEND PM - SEND Project Manager
- WTE – Whole Time Equivalent in relation to staff appointments

Colour Key for Progress

Completed	
Activity progress -On track	
Activity progress - minor deviation from plan	
Activity progress - significant deviation from plan (Tolerance of 2 Week)	

Colour Key for Risk

Impact and Likelihood of a risk happening determines whether the risk is rated as High, Medium or Low.

High
Medium
Low

