

## North West SEND Regional Network (2016–17)



Delivery plan: Final draft 6.6.16

### Regional lead details (for enquiries about this delivery plan):

<b>Name of local authority</b>	Oldham		
<b>Address</b>	Civic Centre, West Street, Oldham OL1 1UT		
<b>Key contacts</b>	<b>Gill Hoar</b> NW SEND Regional lead Tel: 0161 770 3150 Email: <a href="mailto:gill.hoar@oldham.gov.uk">gill.hoar@oldham.gov.uk</a>	<b>Dr Cathy Hamer</b> NW SEND Regional network lead Tel: 0778 357 7284 Email: <a href="mailto:cwh01@hotmail.co.uk">cwh01@hotmail.co.uk</a>	<b>Sharon Davies</b> NW SEND Regional network co-ordinator Tel: 0161 770 1138 Email: <a href="mailto:Sharon.davies@oldham.gov.uk">Sharon.davies@oldham.gov.uk</a>

**Steering group:** Membership to be reviewed in conjunction with NWPCF co-chairs, CAF and NNPCF NW rep and ADCS (Health and SEND subgroup) at which a social care rep will also be sought.

<b>Gill Hoar</b>	<b>NW SEND Lead</b>	<b><a href="mailto:Gill.hoar@oldham.gov.uk">Gill.hoar@oldham.gov.uk</a></b>	<b>0161 770 3150</b>
<b>Simon Jenner</b>	<b>PEP and Head of SEND, Blackpool</b>	<b><a href="mailto:Simon.jenner@blackpool.gov.uk">Simon.jenner@blackpool.gov.uk</a></b>	<b>01253 47667</b>
<b>Julie Hicklin</b>	<b>SEND lead, Manchester</b>	<b><a href="mailto:j.hicklin@manchester.gov.uk">j.hicklin@manchester.gov.uk</a></b>	<b>07508 783921</b>
<b>Karen Gleave</b>	<b>SEND lead, Liverpool</b>	<b><a href="mailto:Karen.gleave@liverpool.gov.uk">Karen.gleave@liverpool.gov.uk</a></b>	<b>07734 483459</b>

Liz Johnson	Programme delivery manager, Liverpool CCG	Liz.Johnson@liverpoolccg.nhs.uk	07966381306
Deanne Shaw	NWPCF Co-chair	nwregionforum@gmail.com	07729276816
Elizabeth Stanley	NWPCF Co-chair	nwregionforum@gmail.com	07901336921
Andrew Robinson	POINT	Andrew.robinson@pointoldham.co.uk	0161 667 2054
Cathy Hamer	NW SEND Regional Network lead	cwh01@hotmail.co.uk	0778 357 7284
Sharon Davies	NW SEND Regional Network co-ordinator	Sharon.davies@oldham.gov.uk	0161 770 1138

### NW Network Consortium members

DfE SEND Adviser for NW – Cath Hitchen

Sector led improvement team – Sue Cockerill

#### Aims of the SEND Regional network:

To embed a clear and sustainable strategy for partnership working with local authorities and with the main stakeholder groups across the region; including education settings for ages 0-25; health services; parent carers; Parent Carer Forums and children and young people across the 0-25 age range

To share good practice and offer targeted support on identified priority reform themes

To co-ordinate peer support activities including regional events, workshops, action learning sets, workshops and sub-regional groups.

#### Principles of the SEND Regional network:

1. The network will actively engage in partnership working across all stakeholders.
2. The network will promote sharing of practice, issues and solutions through learning opportunities
3. Members of the network will respect the opinions and views of other members and conduct themselves at all times on a professional level.
4. Confidentiality will be maintained on any issues considered confidential in any discussions. Any other issues will be communicated openly to the SEND community and stakeholders.

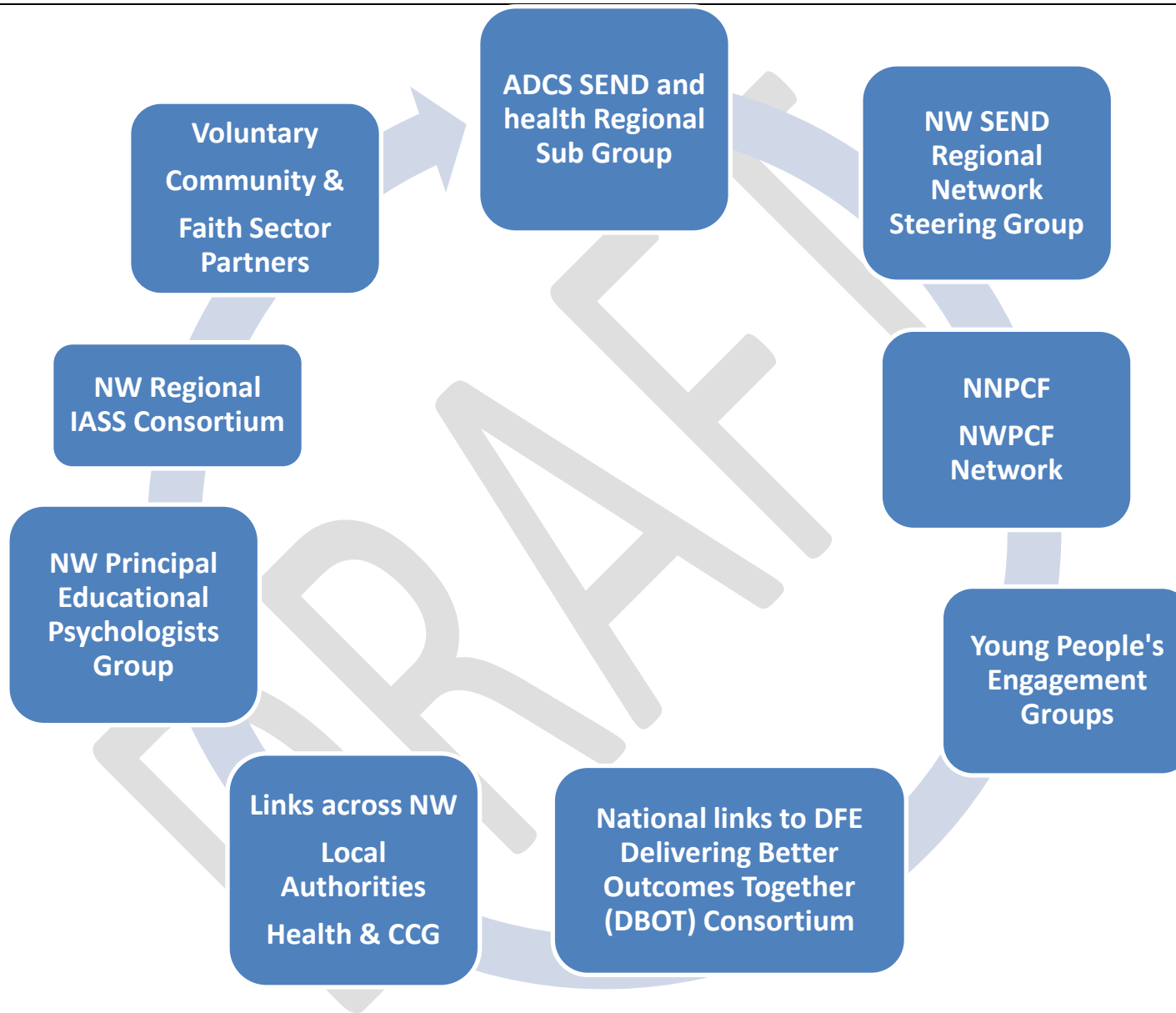
## Governance Arrangements:

- The NW SEND Regional Network is accountable to the Department for Education. The NW SEND Regional Network reports to the NW Association of Director of Children Services (ADCS) SEND and health Sub group. This is an established Network of Local Authority Children's Services SEND Leads and Health Leads. The governance through the ADCS subgroup ensures that the SEND Regional Network delivers against local and regional priorities. This also enables the SEND Regional Network to identify emerging themes, address these with the support of the ADCS Subgroup to deliver a robust and sustainable platform for SEND Delivery and Accountability across the North West Region. The ADCS (Health and SEND sub-group) oversight of the NW SEND Regional Network is achieved through liaison with the Chair and their quarterly meetings.
- The SEND Regional Network Steering Group provide strategic direction for delivering the NW SEND Regional Network. The NW SEND Regional Network delivery partner is Oldham. Oldham's role is to facilitate and enable the development of a sustainable NW SEND Regional Network. This relies on all partners to co-produce the desired outcomes and take a shared responsibility in the development, promotion and participation of the wider network. The Steering group is chaired by Oldham Council who hold the budget for the network.
- The agenda for the sub-group meetings and the activities of the NW SEND Regional Network which is co-ordinated by the Steering Group. The Steering group meets immediately after each quarterly ADCS sub-group meeting (12 noon on 13.10.16, 15.2.17, 19.4.17, 28.6.17 and 27.9.17) with email, phone contacts and other meetings arranged as appropriate.
- Regional and National partners are linked to, and participate to deliver, the priorities for the North West SEND Regional Network through one or all of the following work strands:
  - Association of Director of Children's Services (ADCS) SEND and health Sub Group
  - NW SEND Regional Network Steering Group
  - Delivering Better Outcomes Together (DBOT) consortium
  - Bi-Monthly NW Telekits arranged by Mott MacDonald
  - NW SEND Regional Newsletters
  - Regular training, networking and workshop events planned around the priorities identified across the NW partnerships.

Three sub-regions are designated with leads highlighted:

- Blackburn with Darwen, **Blackpool**, Lancashire and Cumbria
- Bolton, Bury, **Manchester**, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan
- Cheshire East, Cheshire West and Chester, Halton, Knowsley, **Liverpool**, Sefton, St Helens, Warrington and Wirral

The communication network, based on working together and two way communication, is as follows:



**Regional priorities and proposed activities:**

	Regional priorities	Proposed activity/ support	Target Audience	Delivery format/outline content	To be delivered by	Desired outcomes	Notes/progress
<b>A</b>	Preparation for inspection	Peer challenge model developed + delivered across the region.  Preparing for inspection  Collation of learning from areas inspected.	SEND leads and partners  “	Pilot developed at June ADCS (Health and SEND) sub-group  Workshop based on risk assessment of self-view / SEF's and data dashboards.  Pro-forma developed to capture learning to be shared across the region.	Pilot: Warrington + challenge team from Blackburn with Darwen Wirral Oldham Salford  Salford - September  Network lead	Model available for all LA areas to support preparation for inspection and improvement.  Shared learning improves inspection outcomes.	The model is similar to that used annually with NW DCSs. Self-view/SEF and data dashboard presented for challenge by other areas.

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<b>B</b>	Quality EHCPs EHCP processes & impact	Peer moderation groups	Group 1: led by Blackpool Blackburn with Darwen Manchester Wigan Stockport Salford Cumbria Rochdale Group 2: Sefton to lead	Meet at 6 monthly intervals. Initially focus on plans across the age range then groups to focus thematically e.g. school age, moderating outcomes at annual review of EHCP. Reviews: Impact plans are making.	Group 1: Blackpool Group 2: Sefton	High quality EHCP processes and plans developed through a self- improving system	The group led by Blackpool is well established. Sefton have agreed to lead another group Salford are hosting an internal meeting on 10.6.16 following which consideration will be given to using their pro-forma for quality checking.
	Social care & EHC plans	Workshop focussed on social care in relation to EHC plans	EHC assessment and planning co-ordinators	Workshop – 14.7.16	Amanda Harvey, CDC	Increased knowledge and awareness of social care assessments and input to plans	CDC to book venue (Manchester) and take bookings
	Improving transition / commissioning of post-16 provision based on needs / outcomes in plans			Meeting 0 – 16 leads Meeting of 16 – 25 leads	Greater Manchester group Chaired by Bury	Outcomes in EHC plans inform commissioning of provision.	
	Tracking outcomes.	Development of methodology for tracking	SEN officers	Paper circulated	Network lead		Exploration of possible link with NW Universities including

	Regional priorities	Proposed activity/ support	Target Audience	Delivery format/outline content	To be delivered by	Desired outcomes	Notes/progress
		outcomes when reviewing EHC plans				High quality outcome focussed reviews	Peter Hick, Centre leader for inclusion, MMU <a href="mailto:p.hick@mmu.ac.uk">p.hick@mmu.ac.uk</a>  Consideration of Outcomes Based Accountability.
<b>C</b>	Children and young people's engagement / participation	Development of NW YP's Voice network to shape the SEND agenda, priorities and future provision	Children and young people's engagement / participation groups	July 16 Launch event /Workshop to establish roles, remit and structure, share issues, practice and draw up strategic plan.  Steering group established linking with CDC and National Youth Council Link with National Citizen service.	POINT	Increased activity by children & young people in SEND reforms.  Young people's key priorities established, represented and address through the SEND regional network. Inclusion of a YP representative in the NW SEND regional network Steering Group	Links to be established with Centre for Children and Young People's Participation, University of Central Lancashire, National Youth Council etc.

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<b>D</b>	Parent carer participation, strengthening and embedding PCF's to ensure sustainability. Strengthening co-production	Collaborative activity to provide information and develop proposals and activities.  Sharing learning re co-production.	Parents carers NW PCFs SENDIASS IS providers NNPCF CaF	Events based on e.g. "What quality EHC plans look like", local offer and SEN support to provide information about the network and give opportunities to consider what works for parent carers and ways of engaging with them.  Case studies developed re co-production.	Network lead in conjunction with parent carers, forums, their representatives and support organisations.	Parent carer voice strengthened.  Learning re co-production shared across the region.	
<b>E</b>	Personal budgets	Facilitated event to explore practical examples including lessons learned.	All interested parties	Focus on key questions: What's everybody doing? What's working across the region? What can we learn from other areas?	Wigan (Embrace) Oldham – social care RAS	Wider use of personal budgets	Emphasis to be on mechanisms e.g. rates, issues and pitfalls.
<b>F</b>	Preparation for adulthood pathways/FE – skilling up college and training providers > pathways to employment. Introduction to job coaching.	Regional demonstration site.  Skilling up	Services / contacts within 1 LA	12 days support for Cheshire West and Chester with a focus on the local offer, personal budgets and employment.  Development of a regional Preparing for Adulthood / Transitions network	PfA	Learning available to share across the region  Wider appreciation of the reforms in relation to PfA	



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	Sub-regional / locality offer 16 – 25 – cross border						
<b>G</b>	Engagement of social care with SEND reforms including process for transferring from children's to adult services	Develop a regional social care network	Children and adult social care lead and senior practitioners	Launch event: 16.9.16 Practice sharing workshop e.g. development of local protocols re engagement with SEN assessment & planning officers, social care timelines, short breaks.	Amanda Harvey, CDC	Self sustaining support	CDC to book venue. Sharon Davies to take bookings
<b>H</b>	Engagement with all stakeholders in SEND agenda	Newsletter  Online communications platform.	Families Parent carer forums LA, health and social care services Schools & colleges VCS SENDIASS & IS	Monthly email Also sent as pdf to all local offer leads  Request for case studies and good news stories.  You said...We did feedback summary.	Network lead et al	All stakeholders informed of activity, resources etc.  Impact of parent carer voice evidenced.	Spring & May newsletters circulated.

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I	Thematic engagement e.g. early years, health engagement, joint commissioning	Develop a regional early years SEND action learning set  Local area joint working workshop	Early years leads  SEND leads and CCG children's commissioners	Action learning set to identify issues and problem solve.  The context of joint commissioning for Children and Young People with SEN and disabilities and aligning with other national programmes/initiatives including IPC, Transforming Care, CAMHS transformation plans and local area Sustainability and Transformation Plans. <ul style="list-style-type: none"> <li>Joint planning for children and young people with the most complex needs including those who are in out-of-area placements</li> <li>SEN Support and improving outcomes for the wider group of CYP who do not have EHC plans</li> </ul>	Network lead  CDC – 8.7.16	Early years support network evolves.  Joint working across SEND and health improved.	Interested participants already identified.  Eventbrite booking link: <a href="http://nwjointworkshop.eventbrite.co.uk">http://nwjointworkshop.eventbrite.co.uk</a>
J	SEN support	Building links	Regional schools commissioner.	Working with schools on pathway to being inclusive.	Network lead	Schools actively engaged in SEND reforms.	Presentation information provided for Vicky Beer's Alternative Provision

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			School improvement services, Teaching schools, Universities				and Free Schools event.  Link with SENCO programmes e.g. MMU
<b>K</b>	Children & young people in custody	Training day	EP's YOT's YOI's Social care	Training programme developed including focus on issues experienced in terms of barriers and blockages – how got round, what found.	Working group led by Network lead	Increased knowledge and awareness of issues and solutions.	H. Wyton – Oldham F. Gomes – Wirral? DfE designated support organisation yet to be identified.
<b>L</b>	Workforce development	Workshops on improving the understanding and writing of outcomes.  Key working	Blackburn with Darwin  St Helens  Interested parties	Outcomes training  Person centred planning training  Training for trainers	Network lead  “  CDC	Outcomes better defined  Person centred approach integral to ways of working  Key working strategy sustained	8.6.16 – Two training sessions  Date TBA
<b>M</b>	Establish criteria for describing educational	Meeting	SEN leads and EPs	Workshop	Manchester to host in Autumn	Clarity of expectation and process.	

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	provision and ceasing plans 19 – 25s						
<b>N</b>	Keeping in touch with Dfe	Responding to identified national priorities as these emerge	All stakeholders	Circulation of information through newsletter. Regular contact with DfE SEND adviser.	Network lead	All stakeholders fully informed.	

#### Appendix: Delivery Plan breakdown of costs

Funding from DfE for NW region = £24,232.46  
 Funding from NW LAs = £45,870.28  
 Carry forward from 2015/16 = £14,500.00  
 TOTAL = £84,602.74

	Activities funded by regional funding allocation (full details shown in above table)	Cost
1.	Oldham Council – network host and administration	2,745.60
2.	NW SEND regional network lead	33,150.00
3.	Parent carer and PCF participation	TBA
4.	Children and young people’s participation – Development work > implementation of strategic plan	7,162.50
5.	Expenses including events, workshops etc.	10,000.00
6.	Additional support for regional activity – To be sourced as required	

	<p><b>NB It is proposed that the budget will be re-profiled on a regular basis to ensure the efficient use of resources and if possible to extend the time frame of available support.</b></p>	

## Appendix ii: Roles and responsibilities

### **NW SEND regional lead:**

#### Programme planning and delivery:

- Work with Steering group to identify regional priorities.
- Work with DBOT consortium and delivery partners to develop work programme based on regionally identified priorities
- Report on second rapid response survey to establish preparedness, progress and priorities in delivering the SEND reforms, current challenges and good practice for sharing plus identification of key contacts for each LA area
- Create and maintain a regularly up-dated Delivery plan of proposed, planned and delivered activity and budget breakdown in conjunction with Steering Group
- Contribute to Delivery partner telekits – Planning and partnership working
- Co-ordination of delivery of events, workshops etc.
- Link to pilot activity i.e. POET, SEND Tribunal, PfA development site

#### Support:

- Individual & targeted support in conjunction, where appropriate, with DfE SEND Regional Adviser
- Identify sources of support and negotiate to meet requirements and desired outcomes
- Delivery of training to support workforce development and practice development
- Support structures for collaboration / sharing including existing networks and groups
- Build new and self-sustaining support across the region e.g. children and young people's participation
- Co-ordination of, and support for, regional, sub regional and local area events

## Communications:

- Maintain an up to date list of contacts for Newsletter
- Horizon scanning for events, information and content for Newsletter
- Produce and circulate monthly newsletter
- Respond to follow up enquiries
- Circulate national communications to SEND leads
- Act as a single point of contact for information, sharing learning, networking and queries
- Briefings as required for network members

## Relationships with Consortium members:

- Regular links with DfE SEND Regional adviser, Schools Regional Commissioner, NW Sector led improvement team, Chair ADCS (SEND and Health sub-group)
- Preparation of agendas for NW SEND Regional Network Steering Group and ADCS (SEND and Health sub-group) + reporting at meetings
- Knowledge sharing at Accelerated Working Groups arranged by Delivery Partner

## **NW SEND Regional network administrator:**

### Finance

- Initial work around collation of contributions from 22 LAs, raising sales orders/invoices
- Emailing LA contacts/Cathy Hamer/Gill Hoar regarding contributions
- Creating and maintaining income spreadsheet of above contributions
- Checking Agresso daily to clarify above income received
- Creating and maintaining expenditure spreadsheet
- Raising of requisitions/POs for expenditure
- Monthly meetings with Accountant to ensure income and expenditure are checked off against Agresso

### Steering Group

- Producing & circulating meeting schedule for the year in line with Health/SEND sub group

- Ensuring rooms/refreshments are booked for above meetings
- Updating steering group contact list and email distribution list
- Preparation of agenda and associated papers for meetings
- Emailing papers to steering group
- Minute taking at monthly meetings and subsequent typing up of minutes
- Ad hoc emailing to steering group members
- Distribution of relevant information via email to steering group members and SEND/Regional Network circulation list i.e. DfE updates etc.

#### Events/Training

- Sourcing & booking venues – emailing, telephoning, checking venue websites, liaising on layout, equipment, refreshments, catering, facilities etc.
- Producing flyers and email invites – distributing to LA contacts as appropriate
- Creating Eventbrite links – if appropriate or producing registration forms
- Producing and maintaining registration list, agenda, signing in sheets, name badges, venue directions, evaluation form and layout diagram
- Ad hoc emailing to attendees i.e. if they have requested extra places, have dietary/access requirements etc.
- Regular email communication with facilitators re: presentations etc.
- Regular keeping in touch email communication with attendees and venue i.e. updating on numbers, further equipment requests etc.
- Updating expenditure spreadsheet with associated costs and raising requisition/PO where appropriate
- Facilitating on the day i.e. setting up registration desk and liaising with venue to ensure smooth running of event
- Post event – collation of evaluation forms and production of delegate feedback i.e. graphs etc. to present to steering group, collation/typing up of workshop notes if appropriate
- Distribution of any further material to attendees i.e. powerpoint presentations, workshop notes