

## Amalgamating EHCP Response Plan into Partner Working Group 2

### PWG Lead: Karen Spencer

ID	Project Status	% Complete	Task Name	Timeline												
				Half 1, 202 J	Half 1, 202 M	Half 1, 202 M	Half 2, 202 J	Half 2, 202 S	Half 2, 202 N	Half 1, 202 J	Half 1, 202 M	Half 1, 202 M	Half 2, 202 J	Half 2, 202 S	Half 2, 202 N	Half 1, 202 J
1		<b>21%</b>	<b>SEND - Partner Working Group 2: Children and young people who require statutory or specialist support receive timely, effective and consistent support - Lead: Karen Spencer</b>	[Timeline bar spanning from start to end]												
2		0%	<b>A: Children and young people's needs are identified accurately and assessed in a timely and effective way - Outcome Lead: TBC</b>	[Timeline bar from mid-July to mid-August]												
7		0%	<b>B: Children and young people receive the right help and support at the right time - Outcome Lead: TBC</b>	[Timeline bar from mid-July to mid-August]												
13		0%	<b>C: Children and young people are well prepared for their next steps and achieve strong outcomes - Outcome Lead: TBC</b>	[Timeline bar from mid-August to mid-September]												
17		0%	<b>D: Children and young people with SEND are valued, visible and included in their communities - Outcome Lead: TBC</b>	[Timeline bar from mid-August to mid-September]												
21		<b>68%</b>	<b>PWG2: EHCP Response Plan</b>	[Timeline bar from start to end]												
1		68%	<b>PWG2:EHCP Response Plan - Lead: Helen Johns</b>	[Timeline bar from start to end]												
2		68%	<b>A: Children and young people's needs are identified accurately and assessed in a timely and effective way</b>	[Timeline bar from start to end]												
3	😊	0%	A: Improve EHCNA process, including robust decision-making considering strengths needs and aspirations of CYP - Leads: Karen Spencer & Claire Hayes	[Timeline bar from mid-August to mid-September] <span style="float: right;">Karen Spencer, Claire Ha</span>												
4	😊	0%	A: Improve the timeliness of the EP response to the EHCNA process - Lead: Andrea Morgan	[Timeline bar from mid-August to mid-September] <span style="float: right;">Andrea Morgan</span>												
5	😊	0%	A: Improve the effectiveness and efficiency of the SENAT team - Lead: Karen Spencer	[Timeline bar from mid-August to mid-September] <span style="float: right;">Karen Spencer</span>												
6	😊	0%	A: Improving access to health assessments, for CYP aged 0-25 (e.g. Health Visitors, NDP, SALT & OT) - Leads: Lee Carey, Jacqui Parfitt, Toby Silverman	[Timeline bar from mid-August to mid-September] <span style="float: right;">Lee Carey, Jacqui</span>												
7		66%	<b>Increasing capacity across the service</b>	[Timeline bar from start to end]												
8	😐	98%	Complete Business case to increase capacity within SENAT	[Timeline bar from mid-August to mid-September] <span style="float: right;">KS</span>												
9		100%	<b>EPS: Pay &amp; Conditions</b>	[Timeline bar from start to end]												
10	😊	100%	Ensure Pay and conditions are competitive	[Timeline bar from start to end] <span style="float: right;">KS</span>												
11		59%	<b>SENAT: Pay &amp; Conditions</b>	[Timeline bar from start to end]												
12	😊	80%	Review of Job description/evaluation	[Timeline bar from mid-August to mid-September] <span style="float: right;">KS</span>												
13	😡	30%	HR- Job evaluation process	[Timeline bar from mid-August to mid-September] <span style="float: right;">Faye Russell</span>												
14		50%	<b>Develop overtime so that EPs and Planning Coordinators can undertake additional work for LA at locum rate (prevent the drift to private working)</b>	[Timeline bar from mid-August to mid-September]												
18	😊	100%	Secure funding to commission out assessments to external provider	[Timeline bar from mid-August to mid-September] <span style="float: right;">AM</span>												

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				J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	
19	😊	0%	Increase EP Trainees on placement (2023/24)																		AM
20	😊	80%	Recruitment – ongoing recruitment - using social media AEP jobs site																		Andrea Morgan
21	😊	100%	Request for EPS to be included in the Employee Referral scheme to encourage internal promotion of the adverts																		AM,AT,HJ
22	😊	50%	Develop the roles of Associate EPs																		AM,KdC
23	😊	65%	International recruitment for Eps																		AM
24	😊	0%	Update and re launch EPS professionals page promote the Early intervention work - national reputation for EBSA and PATH work																		AM
25	😊	100%	Set up Early Years Inclusion Service to ensure APDR at pre school level and support efficiency of using EPs																		CMY,AM
26	😊	100%	Align EYIS with EP assessment																		CML,EL
27	😊	10%	SATS team to work with EPS to align assessments to inform EHCNA where needed																		AM,KL
28		<b>43%</b>	<b>Retaining capacity across the service</b>																		
29	😊	40%	Consider pay scale range to be aligned to other LAs																		AM,AT,HJ
30	😊	50%	Ensure EPs feel there is a variety of work by maintaining some chargeable and core work 20%																		AM
31	😊	40%	Ensure we are promoting staff wellbeing and resilience, Celebrate successes, positive evaluations and gratitudes																		AM,KS
32		<b>87%</b>	<b>Maximising capacity across the service</b>																		
33	😊	100%	Maximise capacity for EHCNA work – Review of core and traded activity (impact/variety of work)																		AM
34	😞	100%	Monitor of tribunal work																		AM,All SEPS
35	😊	100%	Efficiency & Timeliness – close monitoring ensure that performance is within or better than national benchmarking																		AM,GC
36		<b>100%</b>	<b>Carry out an audit on on effective use of Assistant EP's and admin support</b>																		
37		<b>100%</b>	<b>Effective use of Assistant EPs and Admin Support Assistant to reduce EP time on administration tasks:</b>																		
38	😊	100%	Writing skeleton reports with background information & inserting graphics																		AM,CMY,GD,ZG,VV,GC
39	😊	100%	Proof reading reports																		AM,CMY,GD,ZG,VV,GC
40	😊	100%	Developing banks of recommendations, accompanying leaflets to prevent EP's reproducing regulary used strategies & provisions																		AM,CMY,GD,ZG,VV,GC
41	😊	100%	Contacting schools to update information included in request form as 5 months old																		AM,CMY,GD,ZG,VV,GC

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42	😊	100%	Creating PATH templates																	
43	😊	100%	Inputting PATH graphics into reports																	
44		65%	<b>Review report template to ensure EPs are succinct and time efficient</b>																	
45	😊	100%	Introduce new report template																	
46	😊	100%	Develop provision guidance outlining expectation on specificity & use of OAIP, new template for Post 16 & tribunals																	
47	😊	100%	QA process to review lengths and use of template to suggest future areas to address, feed into business plan APRs																	
48		0%	Implement and embed across practice, measure performance against KPIs																	
49		100%	<b>Develop co-production practice in assessments to reduce EP writing time</b>																	
50	😊	100%	Introduce PATH pilot																	
51	😊	100%	Develop use of Person Centred Review methodology for EHCNAs																	
52	😐	100%	Early Years Inclusion Service to undertake APDR over time and support in coproduced meeting (either PATH or PCMs) to reduce EP time needed for EY assessments																	
53	😊	100%	Triage all assessments to identify previous private EP assessments- SEPs explore if less intensive assessment is required																	
54	😊	100%	SMARTER working to enable virtual work where appropriate																	
55		47%	<b>Improve timeliness Mitigate CY</b>																	
56	😊	0%	Mitigate fluctuation in numbers being completed monthly caused annual leave caused by Soulbury terms and conditions																	
57		100%	<b>Review allocation system to ensure allocations occur in a fair manner</b>																	
58	😊	100%	Introduced all area allocations																	
59	😊	100%	EPS prioritised 50% capacity to undertake early years assessments - systems introduced																	
60	😊	100%	Prioritisation introduced																	
61	😊	100%	Meeting with Parent Carer forum to agreed prioritisation criteria, process for decision making and communications																	
62		45%	<b>Communication to parents</b>																	
63	😊	100%	Information leaflets highlighting support schools can access produced to be sent and talked through by PC when assessments agreed																	
64	😊	100%	Template email/responses produced outlining reasons for the delays																	
65	😊	0%	Tracking system for queries to EPS created to be used form Sep23																	

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66	😊	100%	Enquiry process drafted for PC to ensure they are calling parents initially to explain current context and responding to queries by signposting to appropriate services						AM, KL, KS	
67	😊	0%	Develop modeling to enable communication to parents at week 16 regarding when assessment will be allocated						AM	
68	😊	0%	Improve information regarding EP assessments and consent as part of EHCNA for parents and CYP - use of video include in 23-24 EPS Team Plan						AM, SePS	
69		78%	<b>Services engaged in supporting CYP, families and settings while waiting for an EHCP</b>	—————						
70	😊	100%	Signposting to SATS/EH at panel when decision to assess or refusal to assess is made						KL, KS	
71	😊	100%	20 week interim funding in place, schools to evidence support and seek support. Impact yet to be evaluated						KS, Ma	
72	😊	0%	PEP and SATS lead to hold a surgery for PCs as part of enquiry process to ensure appropriate signposting occurs - awaiting feedback from SENAT						AM, KL, KS	
73		0%	<b>Support for EPs to increase assessments undertaken in each month</b>						⌌	
74	😞	0%	PEP/APEPS/SEPS to assess performance and support EPs in increasing the number of assessments undertaken						AM, HJ	
75		91%	<b>Align EPS &amp; SENAT processes</b>	—————						
76	😊	100%	Align EP report with EHCP template						9	
77		100%	<b>Ensure both services understand pressures on each other</b>	—————						
78	😊	100%	Team managers and Senior EPs to meet regularly for peer supervision/ problem solve any issue						KC	
79	😊	100%	Team managers created action plans for areas - shared with PEP to understand pressures						KC	
80	😊	80%	EPS to provide SENAT with information regarding allocations and when to expect assessments						AM, KS, HJ, CP	
81		0%	EPS to provide SENAT with information regarding allocations and when to expect assessments						◆ 28/11	
82		92%	<b>Effective decision making process in place</b>						⌌	
83	😊	75%	EHCNA decision making panel membership to include SEP, Parent Carer, SENCO, Health and Social Care representation						AM, KS	
84	😊	100%	Undertake triaging for Early years cases alongside representation from EY and SATS transition team						CMY, GF, SaTS	
85	😊	100%	All decisions not to assess by triage process shared at panel						SeP, TM	
86	😊	100%	Data Dashboard and EP data reporting monthly						—	

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87	😊	100%	Management Information System (Mosaic) updated to enable more effective management							AC,KS				
88		86%	<b>Quality of EP advice</b>											
89	😊	100%	Guidance provided on assessments, report template and provision for SENAT and EPS							◆ 16/06				
90	😊	100%	Quality assurance processes in place within EPS							AM,SePS				
91		100%	<b>Guidance and quality assurance provided for external partners on assessments, report template and provision</b>											
92	😊	100%	Guidance documents regarding expectations for assessments, report template and common QA issues produced/ updated for associates, psychology direct and Skylakes							AM,SePS				
93	😊	100%	Skylakes will QA own process however initial review identified issues.							◆ 15/09				
94	😊	100%	Regular liaison meetings with Psychology Direct and Targeted provision addressing any issues							AM				
95	😊	100%	PEP SEPs to read and quality assure all reports written by associates and psychology direct							AM,SeP				
96	😊	100%	EPS to provide SENAT with information regarding allocations and when to expect assessments							AM,KS				
97	😊	50%	Training and development for plan writers in SENAT							KS				
98	😡	20%	Audit tool in place to audit all aspects of EHCP											◆ 12/02
99	😊	10%	Regular sample audits to QA final EHCPs											KS