

# Public Document Pack



**TRAFFORD  
COUNCIL**

## **AGENDA PAPERS MARKED 'TO FOLLOW' FOR EXECUTIVE**

**Date: Monday, 20 July 2020**

**Time: 4.00 p.m.**

**Place: Virtual Meeting**

<b>A G E N D A</b>	<b>PART I</b>	<b>Pages</b>
7.	<b>BUDGET MONITORING 2020/21 PERIOD 2 (APRIL - MAY 2020)</b>	1 - 20
To consider a report of the Executive Member for Finance and Investment and the Corporate Director of Finance and Systems.		
9.	<b>RESPONSE TO THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE TASK AND FINISH GROUP REVIEW INTO THE EDUCATION, HEALTH AND CARE PLAN (EHCP) PROCESS IN TRAFFORD</b>	21 - 90
To consider a report of the Executive Member for Children's Social Care.		

**SARA TODD**  
Chief Executive

**COUNCILLOR ANDREW WESTERN**  
Leader of the Council

### Membership of the Committee

Councillors A. Western (Chair), C. Hynes (Deputy Leader), S. Adshead, M. Freeman, J. Harding, E. Patel, T. Ross, J. Slater, G. Whitham and J.A. Wright.

### Further Information

For help, advice and information about this meeting please contact:

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## **Executive - Monday, 20 July 2020**

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This agenda was issued on Thursday 16<sup>th</sup> July, 2020 by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall; Talbot Road, Stretford, Manchester, M32 0TH.

1.

## TRAFFORD COUNCIL

**Report to: Executive**

**Date: 20 July 2020**

**Report for: Information**

**Report of: The Executive Member for Finance and Investment and the Corporate Director of Finance and Systems**

### **Report Title:**

Budget Monitoring 2020/21 – Period 2 (April to May 2020).

### **Summary:**

The purpose of this report is to inform Members of the current 2020/21 forecast outturn figures relating to both Revenue and Capital budgets. It also summarises the latest forecast position for Council Tax and Business Rates within the Collection Fund.

### **Recommendation(s)**

**It is recommended that the Executive:**

- a) note the report

### **Contact person for access to background papers and further information:**

David Muggeridge, Finance Manager, Financial Accounting Extension: 4534

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	Revenue and Capital expenditure to be contained within available resources in 2020/21.
Legal Implications:	None arising out of this report
Equality/Diversity Implications	None arising out of this report
Sustainability Implications	None arising out of this report
Resource Implications e.g. Staffing / ICT / Assets	Not applicable
Risk Management Implications	Not applicable
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

**Other Options**

Not Applicable

**Consultation**

Not Applicable

**Reasons for Recommendation**

Not Applicable

**Finance Officer Clearance** ...GB.....

**Legal Officer Clearance** .....DS.....



**CORPORATE DIRECTOR'S SIGNATURE** .....|.....

## REVENUE BUDGET

### Budget Monitoring - Financial Results

1. The approved budget agreed at the 19 February 2020 Council meeting is £175.26m. In determining the budget an overall gap of £18.56m was addressed by a combination of additional resources of £8.50m, including projected growth in business rates, council tax and use of reserves and £10.06m of service savings and additional income.
2. Since the budget was set, the outbreak of COVID-19 has had far reaching implications on the Council's budget to the extent that the current projection is showing a budget shortfall of £17.70m of this:-
  - £23.2m relates to the impact of COVID-19 on expenditure, income and overall funding from council tax and business rates.
  - £5.5m relates to an underspend in core service budgets. This includes £2.35m relates to Children's services caused by a reduction in placements and savings in staffing costs through delays in recruitment and £2.4m in Adults services largely caused by a reduction in residential and nursing care. At this stage, whilst these variances have been included in the projections in the report, they need to be treated with caution until it is understood how demand for adults and children's social care services impacts on the budget during the remainder of the year. Also the risk and implications of a second spike in infections would inevitably increase the costs associated with hospital discharges as well as other council income streams.

The net COVID-19 pressures being felt in 2020/21 have been detailed in the service narratives and a summary is shown in Table 4, along with the grant funding, CCG and earmarked reserves contributions, with the remaining balance being the subject of ongoing discussions with Government Departments in meeting the substantial and ongoing impact in 2020/21.

3. On 2 July an announcement was made by MHCLG of a "major new support package to help councils respond to the coronavirus. Whilst specific detail around the proposals are still awaited they include:-
  - A further £500 million of funding to cover local authority spending pressures
  - A co-payment mechanism for irrecoverable Sales, Fees and Charges income, with the Government covering 75% of losses beyond 5% of planned income
  - Phased repayment of Collection Fund deficits over the next 3 years
  - A commitment to determine what support is needed to help councils meet the pressures of irrecoverable tax income at the Spending Review
  - Exceptional Support at an individual authority basis for those with unique circumstances
4. Until the specific detail on the measures becomes clear the Council won't know the precise impact but these will go some way to alleviating the in-year budget pressures, although it is clear that they will not cover the full extent of the financial pressures.

5. The impact on the budget is an evolving position and will inevitably mean that there are difficult budget decisions that will need to be taken both in addressing the pressures in the current year and also understanding the recurrent impact on budgets in future years. Whilst estimates have been made of anticipated future pressures in both adult and childrens social care the full impact will not become clear for a while and remains a significant risk. Work is ongoing through the Corporate Leadership Team and Executive to review a range of budget options that support the Council's recovery ambitions and help address the budget shortfall. A significant amount of work is being undertaken to address both the in year impact and the recurrent impact which will be felt in future years. An update as to how these pressures will be managed will be provided in the Period 4 monitor.
6. Detailed below in Table 1 is a summary breakdown of the service and funding variances against budget, with Table 2 providing an explanation of the variances:

<b>Table 1: Budget Monitoring results by Service</b>	<b>2020/21 Budget (£000's)</b>	<b>Forecast Outturn (£000's)</b>	<b>Forecast Variance (£000's)</b>	<b>Percentage</b>
Children's Services	41,920 *	43,501	1,581	3.8%
Adult Services	49,295 *	53,405	4,110	8.3%
Public Health	12,115	12,148	33	0.3%
Place	28,311	34,613	6,302	22.3%
People	3,343	7,586	4,243	126.9%
Finance & Systems	8,812	8,776	(36)	(0.4)%
Governance & Community Strategy	8,125	8,688	563	6.9%
<b>Total Directorate Budgets</b>	<b>151,921</b>	<b>168,717</b>	<b>16,796</b>	<b>11.06%</b>
Council-wide budgets	23,340	22,601	(739)	(3.17%)
<b>Net Service Expenditure variance</b>	<b>175,261</b>	<b>191,318</b>	<b>16,057</b>	<b>9.16%</b>
<b>Funding</b>				
Business Rates (see para. 13)	(65,431)	(61,867)	3,564	5.4%
Council Tax (see para. 8)	(103,990)	(97,193)	6,797	7.7%
Reserves Budget Support	(4,524)	(4,524)		
Reserves to Support COVID-19		(8,722)	(8,722)	
Collection Fund surplus	(1,316)	(1,316)		
<b>Funding variance</b>	<b>(175,261)</b>	<b>(173,622)</b>	<b>1,639</b>	<b>(0.94%)</b>
<b>Net Revenue Outturn variance</b>	<b>0</b>	<b>17,696</b>	<b>17,696</b>	<b>12.53%</b>
<b>Dedicated Schools Grant</b>	<b>141,177</b>	<b>141,342</b>	<b>165</b>	<b>0.12%</b>

## Budget Adjustments and Virements

\*There has been one small budget re-alignment between children's and adults services budget of £5k.

### Main variances, changes to budget assumptions and key risks

7. The main variances contributing to the projected overspend of £16.057m, any changes to budget assumptions and associated key risks are highlighted below:

Table 2: Main variances	Forecast Variance (£000's)	Explanation/Risks
Children's Services	1,581	<p><b>Projected outturn variance £1.581m adverse.</b></p> <p><b>Of this variance £3.927m is projected as Covid-19 related pressures and details are provided at Note 4</b></p> <p>This leaves a projected underspend on Children's 'business as usual' of £2.346m:</p> <ul style="list-style-type: none"> <li>➤ £974k under budget on Children's placements (Note 1);</li> <li>➤ £1.172m under budget on staffing (Note 2);</li> <li>➤ £200k under budget on other running costs and income across the service (Note 3).</li> </ul> <p><b><u>Note 1</u></b></p> <p>Current projections indicate there is an estimated underspend of £974k, largely as a result of the full year effect of a reduction in demand and placements being made at a lower cost (step down placements).</p> <p>The numbers of children as at the end of May 2020 compared to those at the end of March 2020 are as follows:-</p> <ul style="list-style-type: none"> <li>• children in care 379, a reduction of 4;</li> <li>• child protection is 211, an increase of 6;</li> <li>• children in need 696, an increase of 40.</li> </ul> <p>The above position assumes that £541k of the original savings target will be achieved in full and as at the end of May 2020, £227k of this has been achieved.</p> <p>A contingency of £480k is also included to cover any further demand and potential timeline changes to the anticipated reductions mentioned above.</p> <p><b><u>Note 2</u></b></p> <p>There are underspends in staffing of £1.172m, of which -</p> <ul style="list-style-type: none"> <li>• £521k is due to delays in recruiting to the posts created as a result</li> </ul>

		<p>of the additional investment in the service;</p> <ul style="list-style-type: none"> <li>• £462k is due to the receipt of monies for the Troubled families programme, for 2020/21 only. The costs of which had been included in the additional investment in children’s funding on the basis that this funding would no longer be received;</li> <li>• The remaining £189k is due to general vacancies across the service.</li> </ul> <p><b><u>Note 3</u></b></p> <p>The favourable variance in running costs and income across the service is £200k. This is mainly due to the receipt of additional grant income of £111k for the school improvement service which it was anticipated would not continue. The remaining £89k relates to a number of minor variances across the service.</p> <p><b><u>Note 4 – Covid-19</u></b></p> <p>The Covid-19 pandemic has had a significant impact on the service both in terms of changes to its service delivery and finances. The estimated pressures of £3.927m are outlined below:-</p> <ul style="list-style-type: none"> <li>• The overall savings target for the service was £1.611m, of which £974k is not anticipated to be achieved;</li> <li>• Anticipated surge in demand and subsequent placements of £1.200m;</li> <li>• Anticipated surge in demand and subsequent support required at an early stage £600k;</li> <li>• Additional staffing costs in internal homes of £100k;</li> <li>• Additional Transport costs of £800k due to social distancing requirements;</li> <li>• Loss of income of £230k, mainly seen at the two nurseries and those service areas unable to provide face to face training;</li> <li>• Other minor additional costs £23k.</li> </ul>
Adult Services	4,110	<p><b>Projected Outturn variance £4.110m adverse.</b></p> <p><b>Of this variance £6.521m is projected as Covid-19 related pressure and details are provided at Note 3.</b></p> <p>This leaves a projected underspend for Adults on ‘business as usual’ of £2.411m.</p> <ul style="list-style-type: none"> <li>➤ £2.204m below budget on Adult clients (Note 1);</li> <li>➤ £207k below budget due to vacancies and one off savings (Note 2).</li> </ul>



It must be noted the risk posed by a second spike in COVID infections which would place an increased demand on the Service in supporting the NHS with ensuring speed of discharges. At this stage no allowance is included within these projections.

**Note 1**

Adult Clients currently projects a £2.204m favourable variance.

This budget has increased in both its complexity and volatility as a result of the Covid-19 pandemic. Since the turn of the financial year the service has seen changes in its client numbers as outlined below with a significant reduction in Nursing Homes.

**Total Client numbers in receipt of a care package**

Care Type	Apr 19	Feb 20	Apr 20	May 20
Day care	102	121	119	115
Direct Payment	495	475	470	464
Homecare	1,077	1,086	1,090	1,116
Nursing	337	305	302	268
Residential	472	466	480	466
Supported Living	250	253	253	252
<b>Grand Total</b>	<b>2,733</b>	<b>2,706</b>	<b>2,714</b>	<b>2,681</b>

As at the end of May 2020 the Council has seen a significant increase in its mortality rate across most settings, compared to the same period last year, especially so in residential homes. The table below compares the number that have sadly passed away across the two years:-

**Total Clients that have passed away**

Care Type	Mar – May 2019	Mar – May 2020	Change	% Change
Direct Payment	4	5	1	25.00
Homecare	32	55	23	71.88
Nursing	36	59	23	63.89
Residential	26	64	38	146.15
Supported Living	1	1	0	0
<b>Grand Total</b>	<b>99</b>	<b>184</b>	<b>85</b>	<b>85.86</b>

Both of these have been the main contributing factor to the projected underspend.

Within the projection there is a contingency of £1.3m set aside for additional increases in demand/cost pressures throughout the financial year that are non Covid-19 related.

Savings of £263k have been achieved mainly as a result of the work undertaken during 2019/20 and its full year impact into 2020/21, with an expectation that another £100k will be achieved by the end of March 2021. The remaining target for adult clients of £748k is not

		<p>anticipated to be achieved due to the need to respond to the Covid-19 pandemic.</p> <p><b>Note 2</b></p> <p>The current forecasts indicate there is a favourable variance of £207k. This is due to the following:-</p> <ul style="list-style-type: none"> <li>• £183k favourable variance due to staffing vacancies and lower running costs;</li> <li>• £72k favourable variance on client equipment and maintenance;</li> <li>• £48k adverse variance on contracts.</li> </ul> <p><b>Note 3 – Covid-19</b></p> <p>The Covid-19 pandemic has had a significant impact on the service both in terms of changes to its service delivery and finances. The areas of estimated pressures are outlined below:-</p> <ul style="list-style-type: none"> <li>• The overall savings target for the service was £1.348m, of which £949k is not anticipated to be achieved;</li> <li>• Payments to care providers of £4.333m to meet additional costs and provide sustainability in the market;</li> <li>• Anticipated increase in client demand of £1.052m following the isolation of many vulnerable people within the population both due to increased physical need and mental health support.;</li> <li>• Additional staffing costs £67k;</li> <li>• Additional Personal Protective Equipment £626k of which £506k is recovered from CCG and £120k met by the Council.</li> </ul> <p>In addition to this there are further estimated costs as outlined below:-</p> <ul style="list-style-type: none"> <li>• £3.805m which will be met by the NHS via Trafford CCG as the NHS have taken temporary responsibility for the payment for hospital discharges.</li> <li>• £2.270m for infection control for care providers which will be met by a specific government grant (see paragraph 20 below).</li> </ul>
Public Health	33	<p><b>Projected Outturn variance £33k adverse.</b></p> <p>All of this variance, £33k, is projected as Covid-19 related council spend on staffing.</p> <p>In addition to this there are further estimated costs due to Covid-19 of £1.157m for the test and trace service which will be met by a specific government grant (see paragraph 20 below).</p> <p>Due to the need to respond to the Covid-19 pandemic, discussions with Manchester Foundation Trust on the community contract are currently on hold. The current forecast anticipates that spend will be in line with current budget.</p>
Place	6,302	<b>Projected outturn variance £6.302m adverse:-</b>

		<p><b>COVID-19 Forecast Pressures £6.871m</b> (losses of income £5.557m and additional unplanned expenditure £1.314m):</p> <ul style="list-style-type: none"> <li>Income losses on parking fees and fines £887k, property rentals £763k, outdoor media advertising £651k, planning fees £581k, building control fees £168k, licencing £132k, highways permits £116k, street trading £60k and pest control £38k. The figures also include the potential requirement to support Trafford Leisure which has estimated trading deficits for 2020/21 due to the current closure of the centres in line with Government requirements. The approach to reopening centres and the financial implications are currently being considered and are to be the subject to a further report.</li> <li>Expenditure pressures include £955k of waste disposal costs and £114k related to waste collection, £140k for rough sleepers, £50k for inclusive neighbourhoods, £35k traffic management, £20k operational buildings.</li> </ul> <p><b>Other Variances £(569k) favourable:</b></p> <ul style="list-style-type: none"> <li>Non-COVID-19 related overspends in the forecast outturn includes £100k relating to building costs, including those awaiting disposal or redevelopment, and a shortfall in building control income £106k, following on from the end of 2019/20;</li> <li>These are offset by a forecast underspend of £284k relating to staff vacancies (6.3% of the staff budget), plus additional income above budget for Altair £120k and other rents £19k.</li> <li>The Planning service is a ringfenced account and has a forecast underspend of £352k in staffing and running costs which can be utilised to offset the COVID-19 income pressures for Planning application fees above.</li> </ul> <p>The Strategic Investment Property Portfolio is being closely monitored and pressures are forecast in achieving the budgeted levels of income primarily from the town centre related assets, namely Streford Mall, Stamford Quarter and Grafton Centre. At this stage the estimated income from the other assets is broadly as expected albeit a number of tenants have requested to pay rent on a monthly basis. Any shortfall in budgeted income at year end will be met from the Strategic Property Investment Reserve.</p>
People	4,243	<p><b>Projected outturn variance £4.243m adverse:-</b></p> <p><b>COVID-19 Forecast Pressures £4.280m</b> (losses of income £4.260m and additional unplanned expenditure £20k):</p> <ul style="list-style-type: none"> <li>Losses of income relate to schools trading and includes £3.232m in Catering, £243k in Cleaning and £660k in the Music Service. There is also £125k loss of income from staff parking which is suspended until September.</li> <li>Additional expenditure is related to staffing £20k.</li> </ul>

		<p>The above pressures include assumptions around improvements in the impact of COVID-19 on the various finances as the year progresses. This is a key risk.</p> <p><b>Other Variances £(37)k favourable:</b></p> <ul style="list-style-type: none"> <li>• Forecast staff costs are £112k below budget across the Directorate based on actual and projected vacancies across the year (2.4% of the staff budget);</li> <li>• General running costs are overspent by £12k;</li> <li>• There is net additional income above budget projected for Bereavement Services £52k;</li> <li>• Other income is £11k above budget.</li> <li>• These are offset by the budgeted Directorate-wide efficiency saving target of £126k.</li> </ul>
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Finance & Systems	(36)	<p><b>Projected outturn variance £36k favourable:-</b></p> <p><b>COVID-19 Forecast Pressures £87k</b></p> <p>This relates to additional unplanned expenditure of £92k directly related to the the COVID-19 pandemic, in particular related to ICT equipment and systems. Exchequer also has a number of COVID-19 related cost pressures related to staff £31k, welfare assist food costs £20k and £8k for NNDR software changes. These are offset by a £64k increase in the Local Housing Allowance grant.</p> <p><b>Other Variances £(123)k favourable:</b></p> <ul style="list-style-type: none"> <li>• Forecast staff costs are £249k below budget across the Directorate based on actual and projected vacancies across the year (2.7% of the staff budget). This includes £176k in Finance, mainly related to Exchequer Services where staff turnover is traditionally high, and £73k in ICT;</li> <li>• General running costs are forecast to be underspent by £64k, mainly due to reduced ICT systems and maintenance costs in advance of planned capital expenditure in-year;</li> <li>• Other income is £2k less than budget.</li> <li>• These are offset by the budgeted Directorate-wide efficiency saving target of £188k, which is expected to be achieved in full.</li> </ul>
Governance & Community Strategy	563	<p><b>Projected outturn variance £563k adverse:-</b></p> <p><b>COVID-19 Forecast Pressures £528k</b> (losses of income £301k and additional unplanned expenditure £227k):</p> <ul style="list-style-type: none"> <li>• Losses of income relate to Sale Waterside Arts Centre £198 and £61k for events including Flixton House. Land charges income is projected to be £30k less than budget, plus there is a £7k reduction in schools SLA income and £5k from library lettings.</li> <li>• Additional expenditure includes £383k of legal costs related to fees and additional agency staff required due to the increase in caseload. This is offset by £150k saving from the local election being deferred until 2020/21 plus other running cost savings of £6k.</li> </ul> <p>The above pressures include assumptions around improvements in the impact of COVID-19 on the various finances as the year progresses. This is a key risk.</p> <p><b>Other Variances £35k adverse:</b></p> <ul style="list-style-type: none"> <li>• Forecast staff costs are £321k below budget across the Directorate based on actual and projected vacancies across</li> </ul>

		<p>the year (4.4% of the staff budget). This includes £143k in Legal Services, £77k in Access Trafford (contact centre), £89k in Partnerships and Communities and £12k in Arts and Culture;</p> <ul style="list-style-type: none"> <li>• General running costs are overspent by £47k, mainly due to CRM software costs;</li> <li>• There is a shortfall in income projected of £76k which includes £35k in capital fees, related to staff vacancies, and a £29k shortfall external SLA income in Legal and Democratic Services;</li> <li>• There is also a shoerfall in the £31k saving from previous years relating to CCTV trading income.</li> <li>• The net overall underspend of the above is offset by the budgeted Directorate-wide efficiency saving target of £202k.</li> </ul>
Council-wide budgets	£(739)k	<p><b>Projected outturn variance £739k favourable :-</b></p> <ul style="list-style-type: none"> <li>• Covid Support Grant – favourable £6.539m. As a result of the Covid-19 Pandemic, the Government announced a 2nd Covid Support Grant which was received in 2020/21 and has been accounted for in Council Wide as a centrally held resource for monitoring purposes.</li> <li>• £5.193m adverse variance on Treasury Management – due to the impact of Covid-19 on the economy the MAG Dividend which is no longer expected of £5.597m offset by additional income from strategic investments of £404k;</li> <li>• The net Housing Benefit budget (payments made, less subsidy and overpayment recovery) is above budget by £804k, which reflects an ongoing pressure felt in the previous financial year from a combination of reduced subsidy resulting from a review of the treatment of temporary and supported accommodation, and lower collection rates of prior years’ housing benefit overpayments. The collection of previous years’ overpayments has been suspended in line with Government advice as a result of Covid-19 and a figure of £300k has been included in the forecast to reflect the full year impact. It was considered prudent at the end of the last financial year to bolster the Housing Benefit Reserve by a figure of £500k and this will be drawn on as a minimum to alleviate some of the in-year pressure. A reserve contribution of £500k will reduce the pressure to £304k.</li> <li>• £203k relating to Trafford’s share of the AGMA wide Trafford Park Mortuary facility set up in response to the Covid-19 pandemic.</li> <li>• £100k relating to Trafford’s share of the increased costs of the South Manchester Coroners’ service due to the Covid-19 pandemic.</li> </ul>

Dedicated Schools Grant		<p><b>Projected outturn variance £165k adverse</b></p> <p>The adverse position is in the high needs block and mainly due to additional costs being incurred on the national teachers advisory service.</p>

## MTFP SAVINGS AND INCREASED INCOME

8. The 2020/21 budget is based on the achievement of permanent base budget savings and increased income of £10.055m (see para. 1 above). At this stage the latest forecast indicates that the savings programme is currently on target, with the exception of the programmes within Childrens and Adults Services being affected by COVID-19.

## RESERVES

9. The balance brought forward as at 1 April 2020 of usable reserves was £91.35m, including schools and capital reserves. A contribution from reserves has been identified to help manage some of the pressures being felt from COVID-19 and these are identified in the section starting at para 18. A full analysis of all remaining reserve movements will be reported on a quarterly basis to the Executive starting with the period 4 monitoring report.

## TRANSFORMATION FUND

10. An update on the delivery of the projects financed from Transformation Funding will be provided on a quarterly basis starting with the period 4 monitoring report.

## COLLECTION FUND

### Council Tax

11. The 2020/21 surplus on the Council Tax element of the Collection Fund is shared between the Council (82%), the Police & Crime Commissioner for GM (13%) and GM Fire & Rescue Authority (5%). The total surplus brought forward as at 1 April 2020 was £1.12m. At the time the 2020/21 budget was prepared, an estimated surplus of £1.466m was anticipated and used to support the budget. The effect of this will result in an overpayment being made by the Collection Fund which will be made good in 2021/22 by the three preceptors. Trafford's share is £285k and was set aside in 2019/20 in an earmarked reserve for this purpose.
12. During the first two months of the year there has been a significant increase in the number of claims for Discounts and Reliefs and as a result of Covid-19 a

reduction in the number of new properties coming on line. This has resulted in a reduction in budgeted income of £0.705m. An increase in the number of Council Tax Support claimants largely associated with Covid-19 has resulted in a further estimated budget pressure of £1.62m of which £0.73m relates to core support claims, £0.59m has been awarded under the Hardship Fund and £0.30m Discretionary Support. As highlighted in Annex 1, the Council has received a Council Tax Hardship Grant of £1.56m which will be used to compensate the Collection Fund for the Hardship Cases and possibly the core support claims. In addition, there is now an ongoing activity to release 'credits held' relating to historical overpayments by previous council tax payers who have now left the area and cannot be traced. This is estimated to provide income of £100k. Backdated valuations are expected in year which will add a pressure of £100k.

13. In addition to the above pressures, as a result of Covid-19, there has been an impact on the Council Tax Collection Rate, which as at 31 May 2020 was 19.62%, compared with the 2019/20 figure of 20.91%, representing a 6.1% reduction. Debt recovery action was suspended during April and May, however is expected to recommence in July. If cash collection rates remain as they are, there will be a significant shortfall in the region of £7.55m, of which Trafford's share would be £6.17m. The permanent impact on collection rates would ultimately result in an increase in write-offs and provision for bad debt and would therefore increase the in-year deficit substantially. The total of the above pressures will result an in-year deficit of £9.87m before the application of the Hardship Grant of £1.56m or £8.31m if applied in full, of which the Council's share would be £6.80m.
14. Of the pressures being experienced, a figure of £9.35m can be attributed to Covid-19, consisting of Cash Collection pressures £7.5m, increase in Council Tax Support Scheme £1.624m and £176k being 25% of the reduction in baseline income of £705k due to a delay in new properties coming online. Trafford's share of this is £7.65m or £6.37m net of Hardship Grant.
15. As at 31 May 2020 the forecast balance on the Council Tax Collection Fund is a deficit of £8.65m, consisting of an overpayment of £345k in the brought forward balance plus an in year shortfall of £8.31m. The Council's share of this is £7.08m, of which £284k has been identified in an earmarked reserve and £6.80m which will need to be identified.

## **Business Rates**

16. The 2020/21 budget included anticipated growth in retained business rates, related S31 grants and redistribution of prior year surpluses of £11.35m. Projecting business rates is by its nature complex and prone to variation, in addition the impact on COVID-19 has added further uncertainty to the accuracy of projections, therefore only quarterly updates will be given throughout the year. This first monitor will highlight the changes resulting from COVID-19 and the assumptions made in the initial broad projections.



17. In order to support businesses with the impacts of COVID-19, the Government has provided various rate relief packages. The largest relief has been awarded to all retail sites who have been granted a 100% rates holiday until 31<sup>st</sup> March 2021. These reliefs, which are currently estimated at £88m, will result in an equivalent reduction in the rateable income paid into the Collection Fund and therefore a substantial deficit in the current year. However, this loss will be fully compensated via a Section 31 Grant paid into the Council's General Fund.
18. The level of reliefs represents approximately 50% of the total rateable income with the remaining 50% largely relating to non retail sites. The ability of both retail and non retail businesses weathering the impact of COVID will be unknown for some time, adding to the uncertainty in forecasting rateable income for the year. However, as a broad estimate, an assumption has been made that there will be a reduction in income from non-retail businesses of 5% over the year, resulting in a shortfall of £3.56m.
19. The underlying Rateable Value (RV) provides a useful indication of the health of the rates baseline. In the financial 2019/2020, there continued to be significant volatility in the rating system as a result of a pattern of properties being converted to residential settings and this was reflected in a reduced RV when setting the 2020/21 budget, however proposed new sites were added to offset some of this loss. As at May 2020, the RV is approximately £200k above budget, which is a positive sign, however once again, the impact on the long term RV as a result of COVID-19 cannot be predicted at this stage.
20. For completeness, Business rates collection for this year as at 31 May 20 is 10.55% (compared to 20.64% for 19/20) and is because retail premises are not required to pay rates during 2020/21. Due to the impact of Covid-19, additional support measures were introduced by the Government in March 2020 to enable local authorities to offer financial support to local organisations to pay business rates. This included special payment arrangements to defer 2020/21 instalments until July 2020. This has had a direct impact on the collection rates for the first 2 months and is likely to continue for the rest of the year. The broad estimated shortfall in income, highlighted in paragraph 15, includes the impact on reduced collection rates.

### **Impact of COVID-19**

21. As a result of the Covid-19 Pandemic, the Government has announced a number of packages to support businesses and to help local authorities respond to some of the underlying pressures in their local area. A summary of the relevant grants and reliefs is provided in Annex 1.
22. Whilst the Service Areas have reported their Covid-19 related pressures separately, the Covid-19 Support Grant (1<sup>st</sup> and 2<sup>nd</sup> tranche) has been accounted for in Council Wide as a centrally held resource for monitoring

purposes. The Council Tax Hardship Grant along with the Rates Relief Grants are also accounted for in Council Wide, however will be utilised to offset pressures felt within the Council Tax and Business Rates Collection Fund.

23. The net pressures being felt in 2020/21 have been detailed in the service narratives and a summary is shown in Table 4, along with the grant funding, CCG and earmarked reserves contributions, with the remaining balance being the subject of ongoing discussions with Government Departments in meeting the substantial and ongoing impact in 2020/21.

<b>Table 4 – Impact of Covid-19 on Services</b>	<b>2020/21 £000</b>
<b>Estimated Gross Service Pressures</b>	
Childrens Services	3,927
Adults Services	13,102
Public Health	1,190
Place	7,771
People	4,280
Finance & Systems	87
Governance & Community Strategy	528
Council-wide	6,330
<b>Total Estimated Gross Service Pressures</b>	<b>37,215</b>
<b>Estimated Funding Pressures</b>	
Council Tax	7,643
Council Tax Hardship Grant	(1,277)
Business rates	3,564
<b>Estimated Funding Pressures</b>	<b>9,930</b>
<b>Total Estimated Gross Pressures</b>	<b>47,145</b>
<b>Grant Funding, CCG and Reserves Contribution</b>	
Covid Support Grant Allocation 2 <sup>nd</sup> Tranche	(6,539)
CCG contribution – PPE – Adults Services	(506)
CCG contribution - Hospital Discharges – Adults Services	(3,805)
Infection Control (Care Homes) Grant – Adults Services	(2,270)
Public Health – Test and Trace – Public Health	(1,157)
<b>Grant Funding and CCG Contributions</b>	<b>(14,277)</b>
<b>Reserves Contribution</b>	

Covid Support Reserve (Bal of 1 <sup>st</sup> Tranche)	(4,722)
Business Rate Risk Reserve	(3,500)
Airport Dividend Reserve	(500)
Strategic Investment Property Risk Reserve	(900)
<b>Total Reserves Contribution</b>	<b>(9,622)</b>
<b>Net COVID-19 Pressures 2020/21</b>	<b>23,246</b>

## **CAPITAL PROGRAMME**

24. A review of the capital programme has commenced, primarily because of the large cash-flow implications associated with capital schemes. The impact of Covid-19 on the revenue budget has been detailed elsewhere in the report but it will also impact on the Council's overall liquidity as income streams and funding from council tax and business rates comes under pressure. Therefore to mitigate any further impact on cashflow priority has been to progress those schemes where we already have the capital resources available, for example those financed from capital grants, urgent health and safety projects or schemes delivering benefits to the revenue budget. Further work is underway to ensure a deliverable and affordable programme, including an update of capital resources and this will be reported as part of the next monitoring report.

## **Recommendations**

25. That the Executive note the report.

**Annex 1 – Covid Related Grants and Support**

<b>Table 3 – Government Covid-19 Support</b>		<b>Trafford Allocation £000</b>
Covid-19 Support Grant 1 <sup>st</sup> Tranche	Announced on 19 <sup>th</sup> March a national package of £1.6bn of funding for local authorities. The grant was received in 19/20, of which £1.39m was used to meet pressures in 2019/20 with the balance transferred to the earmarked Covid-19 Reserve.	6,119
Covid-19 Support Grant 2 <sup>nd</sup> Tranche	Announced on 18 <sup>th</sup> April a further national package of £1.6bn.	6,539
Council Tax Hardship Grant	To provide relief to individual council taxpayers, alongside existing working age local council tax support schemes. This will help to provide additional support to those households most likely to be economically vulnerable to the impacts of Covid-19.	1,561
Care Homes Infection Fund	Support for care homes based on registered bed numbers to be utilised for Covid-19 pressures and infection control.	2,270
Test and Trace	Allocations of £300 million for local authorities across England to support test and trace services.	1,157

Rates Relief	Various rates relief packages awarded for different business categories. Largest relief related to awarding retail sites 100% rates holiday until 31 <sup>st</sup> March 2021. The loss of rates income will result in a sizeable deficit on the Collection Fund, however Trafford is fully compensated for the loss of rates income via a Section 31 Grant within its General Fund (see para 16)	84,648
Other Support routed via CCG	Various support has been routed via health service CCG's. Trafford expenditure has been reimbursed to cover costs of PPE and assisting discharge from hospital.	
Small Business Grant Fund/Retail, Hospitality and Leisure Grant Fund	One off grants of £10k or £25k to support businesses in receipts of Small Business Rates Relief and/or Retail/Hospitality/Leisure properties with a rateable value less than £15k. Trafford act as government agent to distributed this grant and it does not form part of our monthly monitoring.	47,525

Discretionary Grants Fund	This additional fund is aimed at small businesses who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund. Examples are Small businesses in shared offices or other flexible workspaces; market traders with fixed building costs. Grants will be issued from Trafford's General Fund with any unspent grant being returned to Government. This grant will not form part of our monthly monitoring.	2,363
Other Support Packages	<p>Various other support packages have been announced and will be expanded upon when allocations have been identified. The packages announced which local authorities may be asked to administer are:</p> <ul style="list-style-type: none"> <li>• Business Improvement Districts</li> <li>• Re-opening High Street Safely Fund</li> <li>• Homelessness Support</li> <li>• Supporting vulnerable people</li> </ul>	

## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 20 July 2020  
**Report for:** Information  
**Report of:** Executive Member for Children's Social Care

### Report Title

**Response to the Children and Young People's Scrutiny Committee Task & Finish Group Review into the Education, Health and Care Plan (EHCP) Process in Trafford.**

### Summary

**Following the publication of the Task and Finish Group Review Report into the Education, Health & Care Plan process in Trafford, a full response to the information and recommendations made within the TFGR Report has been prepared and it is proposed that the report is presented to the next meeting of the Trafford Pandemic Scrutiny Committee.**

**A copy of the proposed report is attached at Schedule 1 for information.**

### Recommendation(s)

**It is recommended that the Executive notes the responses detailed in the draft report to the Trafford Pandemic Scrutiny Committee attached at Schedule 1.**

Contact person for access to background papers and further information:

Name: Karen Samples

Extension: 8686

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	
Relationship to GM Policy or Strategy Framework	<i>Does the decision relate to any GM wide policies or strategy frameworks?</i>
Financial	<i>There are no financial implications.</i>
Legal Implications:	<i>Legal advice will be provided in respect on the on-going recommended activities detailed in the Trafford Pandemic Scrutiny Committee report attached at Schedule 1.</i>
Equality/Diversity Implications	<i>See guidance note</i>
Sustainability Implications	<i>See guidance note</i>
Resource Implications e.g. Staffing / ICT / Assets	<i>None</i>
Risk Management Implications	<i>Risk Management Implications are set out in the Trafford Pandemic Scrutiny Committee report attached at Schedule 1.</i>
Health & Wellbeing Implications	<i>None</i>
Health and Safety Implications	<i>None</i>

## 1.0 Background

- 1.1 The Children and Young People’s Scrutiny Committee Task & Finish Group conducted a review into the Education, Health & Care Plan (EHCP) process in Trafford.
- 1.2 The review undertaken by the task and finish group encompassed the following activities:
- Initial meeting with officers;
  - Meeting with Trafford Parent and Young Peoples’ Partnership Service (PYPPS), Trafford Parent Forum, 2 parents and a Special School Headteacher; and
  - Meeting with the Trafford EHCP team.
- 1.3 Upon completion of the review, the Task and Finish group produced The Children and Young People’s Scrutiny Committee Task & Finish Group Review Report into the Education, Health & Care Plan (EHCP) process in Trafford (“the TFGR Report”).
- 1.4 A detailed response has been drawn up in relation to the information and recommendations contained in the TFGR Report and this informs the draft report which it is proposed to take to the next meeting of the Trafford Pandemic Scrutiny Committee on 29<sup>th</sup> July 2020.
- 1.6 A copy of the draft Trafford Pandemic Scrutiny Committee report is attached at Schedule 1 for information.
- 1.7 The Executive is invited to note the responses contained in the Trafford Pandemic Scrutiny Committee report.



**Other Options**

None.

**Consultation**

None.

**Reasons for Recommendation**

The Executive is asked to note the content of the Trafford Pandemic Scrutiny Committee for information.

**Finance Officer Clearance** *(type in initials)* GB

**Legal Officer Clearance** *(type in initials)*...JL...

**[CORPORATE] DIRECTOR'S SIGNATURE** *(electronic)*



Jill McGregor, Corporate Director of Children's Services

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## SCHEDULE ONE: SCRUTINY COMMITTEE REPORT

### TRAFFORD COUNCIL

**Report to:** Trafford Pandemic Scrutiny Committee  
**Date:** 29<sup>th</sup> July 2020  
**Report for:** Information  
**Report of:** Director of Education, Standards, Quality and Performance

#### Report Title

**Response to the Children and Young People's Scrutiny Committee Task & Finish Group Review into the Education, Health and Care Plan (EHCP) Process in Trafford.**

#### Summary

**Following the publication of the Task and Finish Group Review into the EHCP process, Trafford officers have produced a response to the information and recommendations made.**

#### Contact person for access to background papers and further information:

Name: Karen Samples  
Extension: 8686

Background Papers: None.

## **FOREWORD: Councillor Catherine Hynes, Councillor Karina Carter on behalf of the Executive**

We would like to sincerely thank the Children and Young People's Scrutiny Committee and everybody involved in the Task and Finish Review into the Education, Health & Care Plan (EHCP) process in Trafford. We are really grateful for the commitment of committee members in undertaking this review and for highlighting the experiences of Trafford children and young people and their families.

The Executive fully endorses the Vision for Trafford SEND Provision which has been co-produced through the SEND Board. We are committed to ensuring this Vision is a reality for all children and young people with Special Educational Needs and Disabilities in Trafford.

### **The Vision**

"Our vision in Trafford is to have a well-planned provision that meets the needs of children and young people with SEND and their families. This means integrated services across education, health and social care which work closely with parents and carers, which ensure that individual needs are met without unnecessary bureaucracy or delay. It also means a strong commitment to early intervention and prevention so that early help is provided in a timely way.

We believe that every Trafford child and young person should have their needs met, as far as possible in their local community. We expect every provider to make effective provision for children with SEN and disabilities so that they make good educational progress and can move on easily to the next stage of their education and later into employment and independent adult life. We aim to achieve this by using the best expertise and knowledge in all services, to increase capacity throughout the borough by sharing best practice and by promoting a model of collaborative working and shared responsibility.

We expect education, care and health services to be delivered in an integrated way so that the experience of families accessing services is positive and children's and young people's learning and development, safety, well-being and health outcomes are well promoted alongside their educational progress and achievement.

To deliver our plan, we must identify children with SEND at the earliest possible opportunity and provide them and their families with the support they need to have the best possible start in life and achieve their potential".

The Executive were very concerned about the timeliness of the delivery of EHC Plans and welcome the significant improvements in this area, which have seen performance rise from 14.8% (in 2018) to 76% of plans now being issued within the 20 week timeframe. Whilst we are pleased to see these improvements and thank the Officers for their commitment to improving performance in this area, the Executive also recognises there is more to do in ensuring the quality of plans is consistently high. The Executive has been keen to see the development of a Quality Assurance Framework which will focus on the quality of EHC Plans. This framework is being developed and the Executive Member for Children's Services and the Lead Member for Education will monitor performance.

We would like to draw your attention to the Strategic SEND Action Plan at Appendix 1 of this report which provides further details of plans to improve the quality of service delivery. The plan outlines further Ambitions for SEND Services and the Executive Member and Lead Member will monitor progress against the targets set in the plan. Data monitoring is also fed back to the SEND Board and the DfE on a monthly basis.

The Executive is eager to see the SEND Peer Review take place, which had been planned for May 2020 but which has unfortunately been temporarily put on hold, due to COVID. In addition, the pandemic has also impacted on the Inclusion Charter which was launched for all schools earlier in the year, and following full reopening of schools the aim is that this will be embedded within the school community to make every school in Trafford an Inclusive School.

The Task and Finish report raises concerns around decision making processes in respect of assessing children for EHCP and whether these processes meet legal requirements. Officers of the Council have provided the Executive with assurances that EHCP assessment processes are compliant with the law. In order to better understand the decision making processes undertaken by the Panel, the Executive Member for Children's Services will periodically attend Assessment Panels, as an observer.

Where decisions are taken not to assess children for EHCP, the Executive believe it is vital decisions are communicated clearly and in a supportive way so that families understand why decisions have been made, what help is available for their children and how to access relevant support. The Executive recognises the impact that Tribunals can have on families and is keen to ensure that all steps are taken to mediate with families as effectively as possible.

Understanding the experience of children, young people and families is critical in ensuring continuous improvement in service delivery. The Executive welcomes and encourages initiatives to support this, including proposals for a parental walkthrough of the service and a project to develop an outcomes-based framework for SEND, recently launched through training from the Council for Disabled Children.

The Executive recognises the importance of early identification of need and of linking children and families with the right help and support at the earliest opportunity. In order to do this effectively the service must work closely with commissioned services and partners; particularly with schools and healthcare providers and be able to identify and address the impact of any blockages within those systems. We believe that jointly commissioning services will help to support better outcomes for children with SEND and are pleased to see this reflected in the SEND Action Plan.

We champion the strengthening of relationships with Trafford families, Trafford Parent's Forum, schools, providers and our communities. The Executive would like to highlight the very positive work of the Communication and Engagement Group and urge Members to study the Strategic Plan and Engagement Report within the document to gain a detailed insight into the amount of work that is being undertaken in order to support parents through this often confusing process.

The Task and Finish Group have requested the Executive support them to carry out further work and we would like to confirm our support for this. The Executive have asked Officers to provide a response to the Task and Finish Review and we thank them for the work they have carried out in compiling this response.

## **1.0 Background**

- 1.1 Following a previous report in 2016, recommendations had been made to Executive. Councillors wanted to see whether progress had been made in these areas while looking to see whether any new issues or areas of good practice had developed.
- 1.2 It was agreed in July 2018, that a task and finish group would be formed to carry out the review.
- 1.3 The review encompassed the following activities:
  - Initial meeting with officers
  - Meeting with Trafford Parent and Young Peoples' Partnership Service (PYPPS), Trafford Parent Forum, 2 parents and a Special School Headteacher
  - Meeting with the Trafford EHCP team

A report was then published by the Task & Finish group.

## **2.0 Trafford's Inclusion Service's response to the Task & Finish Group's Review**

- 2.1 Officers would like to thank the Councillors for their detailed report and for sharing their findings of discussions and meetings with a range of stakeholders. Whilst the report was a challenging read, we remain committed to listening to these views and proactive in our endeavours to improve the service in collaboration with children, young people, families and professionals.
- 2.2 Trafford Education Services pride themselves on the positive relationships they have with all of their schools and settings. Senior leaders from a range of providers are represented on a number of boards, as well the Strategic SEND Board, enabling us to gain a representative picture across the landscape of mainstream and special educational provision, particularly as different schools have very different areas of expertise and practice.
- 2.3 Trafford's SENDIASS service (previously PPYPS) is now represented on the Strategic SEND Board, as well as the Communication and Engagement Group. This provides an opportunity for regular performance reports to be shared and issues to be presented as they arise. All LA officers welcome frank and thorough communications and would hope to move forward with this as a key area for development so that we are all able to support the children young people and families of Trafford together. Through our revised strategic plan, co-production and partnership remains the number one ambition and one where communication and dialogue will feature. (See Appendix 1)
- 2.4 We were concerned to read the point raised relating to the Council not recognising the SEND needs of 'high performing' children . Understanding these issues specifically would be very helpful to enable us to address these concerns as schools

determine which children are priorities for a needs assessment. In order to address this particular issue, we have asked SENCOs to have a meeting in the first instance with families to discuss their concerns in order to reach a suitable solution.

In addition, the training on the Trafford Autism and Social Communication (TASC) Pathway explicitly directs SENCOs to complete the questionnaire/screening document with parents so that it was possible to understand where the differences or discrepancies are. This message has also been shared with the Trafford Parent/Carer Forum.

Equally, with the creation of the Educational Psychology Facebook page, we are now offering parental consultations to support families in such cases. These are not assessments but opportunities for parents to speak to an EP and get advice, guidance or support through signposting to an alternative service. Officers would be more than happy to consider other ways around this commissioning situation with partners.

We would also like to create an opportunity for parents to participate in a walk-through of the EHCP process to highlight where some of the challenges are, so we can work in partnership to address these. The services remain committed to ensuring that this journey is as smooth and supportive as possible, and most importantly, has a positive impact on the outcomes of children and young people. This is clearly outlined in our future ambitions and remains a priority for the Strategic SEND Board.

2.5 Officers are in agreement that there has been an increase in parental applications and our intelligence and data suggests that the following are some factors which contribute to this:

- Parental anxiety around transition from Y6 – Y7
- Lower legal test has seen a national increase in parental applications
- Trafford's selective school system and the pressure this can create on children to obtain grammar school places

Once again, further to the report, transition at all key points, is a priority for the SEND Board from 2019-2021. Through one of our teaching schools, Trafford Teaching School Alliance, we have established a research and development project, based on Transition which has received commitment from the vast majority of secondary schools and over half the primary schools. This will provide a unique opportunity to develop key relationships and establish a co-ordinated approach to transition into year 7 based on examples of good practice.

2.6 Officers are keen to offer assurances with regard to the following statement: 'The Councillors note that the legal requirements for whether to conduct an EHC needs assessment are set very low and they want assurance that the Council is not (illegally) making it more difficult for Children and Young People to receive an assessment.'

Trafford's assessment and resources panels are multi-agency and they include operational managers across education (including LA officers as well as school representatives), health (Community Paediatrician) and social care (Early Help and Complex Needs representatives). This ensures that decision making processes are robust, transparent and consistent. These panels meet on a weekly basis which has enabled the Local Authority to demonstrate a significant improvement in the

timeliness of this process and completion of EHC Needs Assessments. (See Appendix 2) We were delighted to have Sara Todd, our Chief Executive, attend a panel as an observer quite recently. Clearly, where parents are not satisfied with the outcome of the panel's decision, mediation is offered to ensure there is a shared understanding of the outcome.

- 2.7 The Trafford SENCO Forums have been in operation for a number of years and have continued to develop and evolve based on need and at the request of schools and professionals. It continues to act as a means of enabling professional development for SENCOs, sharing current information and changes in policy, procedure and where appropriate legislation, and for SENCOs to feedback their concerns about Education, Health and Social Care Services.

They continue to be well attended as follows:

Feb 2019 – 52 Primary colleagues (49 mainstream, 3 special), 11 Secondary schools (including 1 special school)

June 2019 – 23 secondary colleagues (18 schools), 45 primary colleagues (40 schools)

During lockdown, the SENCO forum has focused on Annual Reviews and related issues (eg developing PfA outcomes). The service was delighted that over 80 participants logged into the virtual platform from all sectors.

### **3.0 EHCP Panels and decision-making processes**

- 3.1 The two panels, Trafford Assessment Panel (TAP) and Moderation and Resource Panel (MAR) continue to meet on a regular basis; the TAP and MAR meet fortnightly on alternative weeks and a whole day panel is held every month to ensure that decisions keep to statutory timelines. As stated previously, membership on these panels has been strengthened over time, with representatives from all agencies including operational managers. As a result of these changes, the timeliness of issuing plans has improved significantly and current performance has moved from 14.8% to 76% being completed within 20 weeks. There are a number of reasons which we believe have contributed to this improving picture which include:

- A relentless focus on transferring existing statements to EHC plans and addressing the backlog
- Delivery of training to schools has contributed to improvements in referrals therefore a high percentage of applications are converted in to EHCPs
- The Graduated Approach document which was produced in partnership with schools has enabled a more robust evidence-based approach to referrals. Indeed Trafford's model for this has been shared as an example of good practice with other local authorities
- A restructured panel which meets more frequently has enabled a more effective and efficient process
- Improved stability in the EHC team

We can also confirm that all LA panel members have been on IPSEA training in the last 12 months.

Councillors were provided with a document that related to the composition and decision making processes of both TAP and MAR and the on-line Trafford Local Offer provides relevant information for service users. (A recent independent review of

the information on the Local Officer has just taken place by Mott MacDonald, the findings of which are enclosed within the following document.

### Local Offer SEN Support Analysis

Compliance ● Medium

The colour of the bubble denotes the extent to which the LA's Local Offer complies with the statutory requirements. Green represents high compliance, and red reflects low compliance.

Please use the below tiles to select which Local Authority you wish to be displayed

Local Authority

Blackburn with D.	Knowsley	St. Helens
Blackpool	Lancashire	Stockport
Bolton	Liverpool	Tameside
Bury	Manchester	Trafford
Cheshire East	Oldham	Warrington
Cheshire West a...	Rochdale	Wigan
Cumbria	Salford	Wirral
Hallon	Sefton	

General Considerations	
Yes	1 - Easily accessible online, and signposts to the Family Information Service.
Yes	2 - Clear feedback process, with a published you said we did. Best Practice: established SEND Communi Engagement Group, who work together to improve the LO.
Yes	3 - Clear information regarding SEN funding for education practitioners.
Yes	4 - Clear information around applying for a needs assessment, alongside what to expect (graduated approach) for both parents and providers.
Yes	5 - Clear information given regarding disagreement resolution services.
Additional Comments: 6 - Best practice: initially being able to state whether you are a practitioner, parent, or young person. This then tailors the	
EY Specific Considerations	
Yes	1 - n/a
	2 - n/a
Partial	3 - LO links to the code of practice, however does not explicitly call out the need for reviewing of the childs' progress.
Additional Comments: 4 - n/a	
School Specific Considerations	
Yes	1 - LO clearly outlines the institutions available to young people, alongside published SEN information report. Also links to Setion 41 schools.
Yes	2 - Clear information is provided regarding the Graduated Approach. LO contains specific SEN information reports.
Yes	3 - LO contains clear information regarding "Staying on in education" post-16.
Additional Comments: 4 - n/a	
Post-16 Specific Considerations	
Yes	1 - n/a
No	2 - Cannot find information relating to youth offenders with SEN in the given timeframe.
Additional Comments: 4 - n/a	

The two points that were rated red and amber were both addressed immediately.

We have also revised the letters that are going to parents following a decision to ensure that they are specific and informative and we would welcome further work with parent groups in developing practice in this area through the Communication and Engagement Group.

- 3.1 The comment below does not provide any specific information.  
*'The Councillors are concerned that the panel process may not stand up to legal challenge and may be found to be unlawful policy which has denied children assessment of needs. Children are entitled to an appropriate not just an adequate education.'*



A detailed look at the LA's tribunal information may be helpful to the Councillors in this respect and the most recent data is presented in **Appendix 2**.


We would welcome more positive and supportive involvement from SENDIASS before parents feel they have to lodge cases with tribunal so that direct and early dialogue is encouraged. The figures reflected in the report relating to tribunals may also need further clarification. It is not clear what year they relate to. LA officers would welcome further exploration of the issues in this area and in particular how the LA can work closely with parents to avoid any unnecessary stress and anxiety related to this process. This will be part of the new SEND action plan as we continue our focus on the quality of the EHCP process and use customer journey mapping to support our self-evaluation.

### Further responses for recommendation

<b>Training</b>	<b>Trafford Response</b>
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<p>1. That all staff involved in SEND services receive legal training from an independent source, such as IPSEA, to ensure that those working in the authority are fully aware of, and able to meet, their legal obligations</p>	<p>All LA panel members have been in receipt of IPSEA training and new members of teams and services regularly access IPSEA training when it is on offer</p>
<p>2. That the training and guidance for SENCOs be provided to the Task and Finish group and that rolling this out on a larger scale for Council and School staff be considered.</p>	<p>A joint Trafford Teaching School Alliance and LA training and support document is already available alongside all training and support provided by the Educational Psychology Service.</p> <p> Training Menu (2).docx</p>
<p><b>Service Change</b></p>	
<p>3. To develop and publish a SEN communication policy which makes it clear to parents and carers how and when the authority will communicate with them regarding their children.</p>	<p>The communication and engagement group has a strategic plan which would support work in this area. We would welcome support in the development of this through members of the Communication &amp; Engagement group and Trafford Parents Forum. Officers from the LA attend regular drop ins with Trafford Parent Forum to provide training and advice on specific issues such as the Graduated Approach and the Trafford Autism and Social Communication Pathway. The EPS also offers free parent workshops on the Graduated Approach that all schools can access. A copy of the latest C&amp;E group report can be found here. It remains draft as it is to be signed off at the next SEND board meeting.</p> <p> SEND CE Engagement Report 1</p>
<p>4. Consideration to be given to how to include the parental voice within the panel process, e.g. allowing parents to attend SEND Panels, in the interests of openness and transparency.</p>	<p>LA officers conduct a survey of all NW LA panels looking at composite, parent voice, process and recording. Out of 22 local authorities, 10 responded to the questions about the composition of panel. None of those reported direct parental representation. Whilst we do not feel that parental representation can be achieved in a fair and equitable way for all families as not all parents would be able to attend during the day, officers will continue to work with Trafford Parent/Carer forum to ensure the voice of the families are represented</p>
<p>5. That formal minutes be taken at Panel Meetings which are compliant with public law (taken in a prescribed way, circulated for approval, and then approved) and made available to those involved in the process.</p>	

	<p>through the completion of documentation and ensure communication of outcomes is effective. Again, our ambition to build stakeholder confidence by delivering a high quality statutory assessment process which meets timescales and ensures that children and young people with SEND, and their parents and carers, are considered at every stage of the process will enable us to reflect on the panel process. Our Exec Member for Children's Services has also been invited to observe the Panel.</p> <p>Officers can also confirm that meetings are minuted.</p>
<p>6. That a leaflet be created for parents with the contact details of Trafford Parents Forum and PYPPS</p>	<p>PYPPS is now known as Trafford SENDIASS (Trafford SEND Information, Advice and Support Service)</p> <p>They have their own website and social media pages. Leaflets are available and shared with families and the schools in Trafford. The service has their own merchandise that is given out at events and they have attended the SENCO forum to introduce the service to all of the SENCOs in conjunction with Trafford Parent/Carer forum.</p> <p>The service is also advertised as part of the Independent Advisory Service network and the Council for Disabled Children share the link for SENDIASS through their website.</p>
<p>7. That a work group be formed to consider innovative ways the Council can work with schools to support them in being more inclusive, e.g. support schools to gain the Inclusion Quality Mark. That this group is to include Officers from the Council and School Staff.</p>	<p>Through the work of the Education Board and Inclusion Collaborative, an Inclusion Charter has been developed to be adopted by all Trafford schools. Once schools fully re-open, this work will commence once again. A copy of the charter can be found here.</p> <p style="text-align: center;">         Inclusion Charter.pptx     </p>
<p>8. That the Council look at how additional support can be given to PYPPS to increase their capacity and utilise the service more.</p>	<p>Again this service has been restructured and has a new manager in place. They are an active member of the Strategic Board and share regular reports.</p>
<p><b>Service Review</b></p>	
<p>9. That a full review of all documentation relating to SEND in the authority be conducted to ensure that all wording is clear and concise.</p>	<p>A Local Offer review has already been undertaken by an independent body – Mott MacDonald as stated earlier.</p> <p>The council has also commissioned a Peer Review which will provide another</p>

	forensic view on all SEND documentation and processes.
10. That early signposting for parents be reviewed to ensure that there is easy access to all necessary information.	The Trafford Local Offer continues to be a source of rich information for families and at the latest survey carried out by Trafford Parent/Carer Forum, there was a significant increase in service users being familiar with this webpage.
11. That a full review of EHC Assessments be conducted, including a comparison with other Councils' and private assessments, and that the review be carried with the support of independent experts.	We are currently engaged with other LAs in a moderation process of our plans and assessments. The manager of the EHCP team is leading on this. The Education Psychology Service is also undertaking a Quality Assurance review of the service and assessments specifically as outlined by the British Psychological Society.
<b>Further work of the Task and Finish Group</b>	
12. That Task and Finish Group to look in further depth at the following aspects of SEND in Trafford; <ul style="list-style-type: none"> <li>• SEND Tribunals including mediation and use of barristers,</li> <li>• EHCP assessments and reports, referrals, EHCP annual reviews,</li> <li>• The Councils provision of SEND training for staff (including school staff)</li> <li>• Exclusions within Trafford</li> </ul>	The service is more than happy to work with members and awaits further information from the Task & Finish group as to what is required.
13. That the Task and Finish Group be supported in reviewing the Council's Mediation process.	
14. That the Task and Finish group be supported in reviewing what happens when other support is required.	We can provide further information on this if the task and finish group can be specific in the type of support they are referring to.
15. That the task and finish group be supported in conducting an anonymised survey with EHC staff	The council can support members in setting up a survey when it is convenient.
<b>Request for Information</b>	
16. That the task and finish group be supplied with referral data, including those received from parents, so that they can look at trends within the area.	The performance report in <b>Appendix 2</b> provides an overview of parental referrals as requested.
17. That the Task and Finish group be informed of the training, especially legal training, given to staff involved in writing EHCPs.	As stated previously, All LA panel members have been in receipt of IPSEA training and new members of teams and services regularly access IPSEA training when it is on offer
18. That full process maps and customer journeys for each stage of the EHCP process be provided for the Task	This is to be developed as a priority for the SEND board 2019-20 under Ambition 2. These can be provided as updates to the

and Finish group, if these are not available then they should be developed in collaboration with TPF and PYPPS.	group as we progress the action plan in the autumn term.
19. That the Task and Finish Group be provided with a breakdown of the time it took for the Council to issue EHC plans in 2018 and to date in 2019.	Please see the data capture in <b>Appendix 2</b> .
20. That a report on the causes of the delay in issuing EHC Plans, including proposed improvements, be provided to the Task and Finish group.	Information regarding this has been provided throughout the report.
21. That the Task and Finish group are to be given a random selection of anonymised EHC plans so that they can look at the standard.	We would be happy to anonymise plans as part of this process. Again we would need expressed consent to share this information from parents and children/young people (dependent on age). The plans are bespoke to the needs of the child so there is a risk that individuals may be identified as part of this process and we would need to be mindful of GDPR.

LA officers are committed to working together with all stakeholders to improve practice.

#### **Further comment**

The appendices that are referred to in the Task and Finish group's report were not accessible or attached to the document, therefore LA officers were not able to refer to them directly.

### **4.0 Current position 2020**

A number of changes have taken place since the Scrutiny Task & Finish Group review, which officers would wish to share with members in addition to the report.

#### **I. Governance Structure**

The Chair of the SEND Strategic Board in partnership with officers and previous members of the board reviewed and refreshed the terms of reference of the Board and the associated governance arrangements. This was to ensure the Board provides strategic direction to the work of professionals, service providers and parents/carers associations in Trafford who are involved in SEND.



SEND TOR  
2019.docx

#### **II. Revised Action Plan**

The previous SEND Action Plan had been written to address the outcomes from the SEND inspection in 2017. It was a very comprehensive plan, which had addressed many of the previous actions. Following the Visioning Workshop last year, it was

agreed that a revised plan was required built on the agreed priorities from all partners at the workshop.

### III. Performance Reports for SEND

As stated previously, monthly monitoring reports are created to ensure our statutory deadlines continue to be met within timescale. Since our last reported dataset, we have seen a rapid improvement in this area. In addition, performance outcomes for children and young people with SEND remain strong and have shown improvements in many areas in the 2019 attainment outcomes.

2019 SEN Support	Trafford %	National %	2019 EHCP	Trafford %	National %
GLD	30.3	28.5	GLD	8.3	4.5
Phonics	50	48	Phonics	14	20
KS2 Reading Writing & Maths combined	33	25	KS2 RWM	13	9
Reading progress	+0.70	-0.55	Reading progress	-2.89	-2.96
Writing progress	-1.03	-1.50	Writing progress	-4.62	-4.27
Maths progress	+0.32	-0.60	Maths progress	-2.90	-3.48

### IV. The Council for Disabled Children training: Developing an Outcomes-based Framework for SEND

The CDC was approached to carry out a training event to focus on developing an outcomes-based approach for SEND and embedding Children and Young People's voices. This has provided a starting point for partners to develop and agree a draft set of high-level outcomes for SEND that can be translated to meet area-wide and service-level needs, with a focus on the children and young people's voice and lived experience.

### V. SEND Peer Review

Finally, the SEND Board had commissioned a SEND Peer Review through the Local Governance Association which was due to take place in May 2020. Unfortunately, this has had to be rescheduled in light of COVID and will take place at a later date.

The agreed themes that will frame the peer challenge are:

- Leadership and governance of SEND across the local area
- Capacity and resources (including Finance)
- The identification of children and young people who have special educational needs and/or disabilities
- Assessing and meeting the needs of children and young people who have special educational needs and/or disabilities
- Improving outcomes for children and young people who have special educational needs and/or disabilities

The following key lines of enquiry are specifically considered within these themes:

- √ Co-production
- √ Transition at all milestones

- √ The quality of the SEND Support and EHCP experience
- √ Quality Assurance – how well do we know our services?

## APPENDICES

### APPENDIX 1: The Trafford Strategic SEND Action Plan: 2019-2021

Following a Trafford SEND visioning workshop in partnership with Trafford Parent/Carer Forum during the autumn term of 2019, our vision for SEND was produced alongside the key priorities for the strategic plan as highlighted in the powerpoint presentation.



SEND ambitions plan  
2019-21.pptx

### APPENDIX 2: Monthly 2020 EHCP Report

Every month, a data highlight report is produced which is shared with Board members and used to monitor performance, including timeliness. This is also shared with the DfE during our catch-up meetings.

As we have continued to hold decision-making panels albeit virtually, this is the latest report for information.



Copy of 2020  
Monthly EHCP Report



Overview of parental  
requests 2019.xlsx

## TRAFFORD EDUCATIONAL PSYCHOLOGY SERVICE – TRAINING OFFER 2019

All requested packages are bespoke and tailored to the needs of the school or schools requesting the training. We would be keen to discuss with individual schools or school clusters about how the EPS can meet specific training needs.

<p style="text-align: center;"><b><u>Support for Learning</u></b></p> <ul style="list-style-type: none"> <li>• Precision Teaching</li> <li>• Improving attainments of pupils with SEN</li> <li>• Approaches to the teaching of pupils with literacy and numeracy difficulties</li> <li>• Memory and Attention</li> <li>• Motivational Interviewing</li> <li>• Self Organised Learning</li> <li>• Motor Co-ordination Difficulties</li> <li>• Co-operative Learning</li> <li>• Differentiation</li> </ul>	<p style="text-align: center;"><b><u>Promoting Positive Behaviour School</u></b></p> <ul style="list-style-type: none"> <li>• Emotion Coaching</li> <li>• Working with disaffected young people</li> <li>• Functional analysis of behaviour</li> <li>• Positive Behaviour Management</li> <li>• Solution Focused Approaches – Kid Skills</li> <li>• Training for Lunchtime Supervisors and Welfare staff</li> <li>• Circle Time</li> <li>• Circle of Friends</li> <li>• Conflict resolution</li> </ul>
<p style="text-align: center;"><b><u>Developmental Difficulties</u></b></p> <p>Awareness raising and techniques for supporting children and young people with;</p> <ul style="list-style-type: none"> <li>• ASD</li> <li>• ADHD</li> <li>• Down’s Syndrome</li> <li>• Selective Mutism</li> <li>• Developmental differences</li> </ul>	<p style="text-align: center;"><b><u>Whole school Issues and Policy Development</u></b></p> <ul style="list-style-type: none"> <li>• Research project to support school development</li> <li>• Promoting positive relationships with Parents</li> <li>• Developing Inclusive Practice</li> <li>• Strategies for Improving attendance and behaviour</li> <li>• Bully and/or Cyber bullying</li> <li>• Promoting Nurture Group Principles</li> <li>• Transition planning primary/secondary, Yr 9, Post 16</li> <li>• Critical Incident training and support</li> </ul>
<p style="text-align: center;"><b><u>Promoting Positive Mental Health and Emotional Wellbeing</u></b></p> <p>Training in Therapeutic approaches;</p> <ul style="list-style-type: none"> <li>• Cognitive Behavioural Therapy</li> <li>• Solution Focused Approaches</li> <li>• Personal Construct Psychology Approaches</li> <li>• Anger Manager</li> <li>• Promoting Self Esteem</li> <li>• Promoting Emotional Literacy</li> <li>• Developing active listening skills</li> </ul>	<p style="text-align: center;"><b><u>Early Years and Child Development</u></b></p> <ul style="list-style-type: none"> <li>• Developing effective play plans</li> <li>• Promoting language development</li> <li>• Promoting Positive Behaviour</li> <li>• SEN practice and procedures</li> <li>• Transition planning</li> </ul>

### **Trafford Teaching School Alliance (TTSA): SEND Training Offer**

TTSA have worked in collaboration with the Local Authority to provide an extensive package of training for schools. This can be found in their training brochure as advertised on

<http://www.ttsa.co/assets/cpd-brochure-2019-20-web.pdf>

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# Special Educational Needs and Disability (SEND) Communication and Engagement Group Report

2019/2020



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## What is the SEND Communication and Engagement Group?

The SEND Communication and Engagement group plans and coordinates an ongoing programme of engagement with children and young people who have special educational needs and/or disabilities and their parents and carers.

The group's remit includes:

- Involving the individual child or young person, and their parent carers, in decision making processes.
- Supporting SEND families and those who work with them to make full use of the Local Offer to access help, advice and signpost to services.
- Communicating with children and young people, and their parents or carers, to ensure that they are clear about assessment processes and the criteria used to make decisions.
- Engaging with children and young people, and their parents and carers, to inform decisions about the strategic commissioning of services.

The group comprises of representatives from:

- Commissioning Team
- Complex and Additional Needs teams
- Educational Psychology Service
- EHC Team
- Family Information Service
- SEN Advisory Service
- Trafford Parents Forum
- Trafford SENDIASS
- Youth Advocacy

### SEND Local Offer on the Trafford Directory

Trafford Directory is the single online platform for publishing information on services, activities, events and community groups in our area together with advice and guidance on how to access support. The directory is managed by the Family Information Service and includes the SEND Local Offer.



In 2019/2020 there were 43,322 of page views on the SEND Local Offer, **7,467 (21%) more page views than the previous year.**

We co-produced a newly structured website that was launched in April 2019. All pages comply with government digital standards and content has been audited against requirements of SEND Code of practice. Content is continually reviewed and is a standing item on the agenda at our meetings.

Trafford's SEND Local Offer was said to have achieved a high level of compliance by Mott McDonald during an unannounced SEND Local Offer support audit. The tailored content for parent carers, young people and professionals were specifically highlighted as an example of best practice.

We have developed a programme of professional engagement to support Health and Social Care teams to use the Trafford Directory and SEND Local Offer. This including delivering training through the FIS outreach service on how to use the Directory and get the best use of the functions available to confidently support families.

Since we started this programme at the beginning of the year we have delivered the programme to 26 individual health and social care teams across the council.

Professionals who have received the training to date have been particularly keen to learn about functionality such as the Browsealoud screen reader and translation software, the sharing of shortlists and SMS messages. They have been especially interested in learning more about specific SEND services such as Short Breaks.

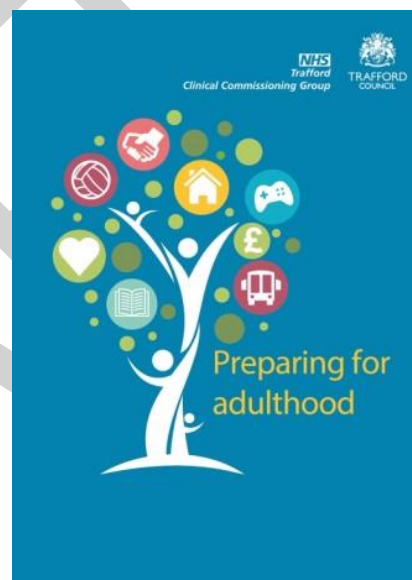
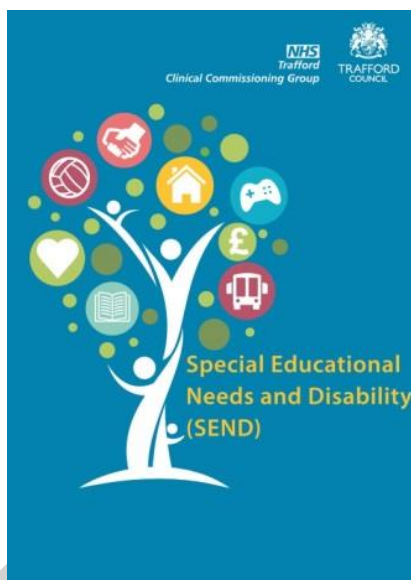
We have been responsible for creating a dedicated hub for Autism which can be accessed via the Local Offer or directly at [www.trafforddirectory.co.uk/autism](http://www.trafforddirectory.co.uk/autism). Similarly a hub for Trafford's Early Help Offer can be accessed via the Trafford

Directory Children and Families area or directly at [www.trafforddirectory.co.uk/earlyhelp](http://www.trafforddirectory.co.uk/earlyhelp)

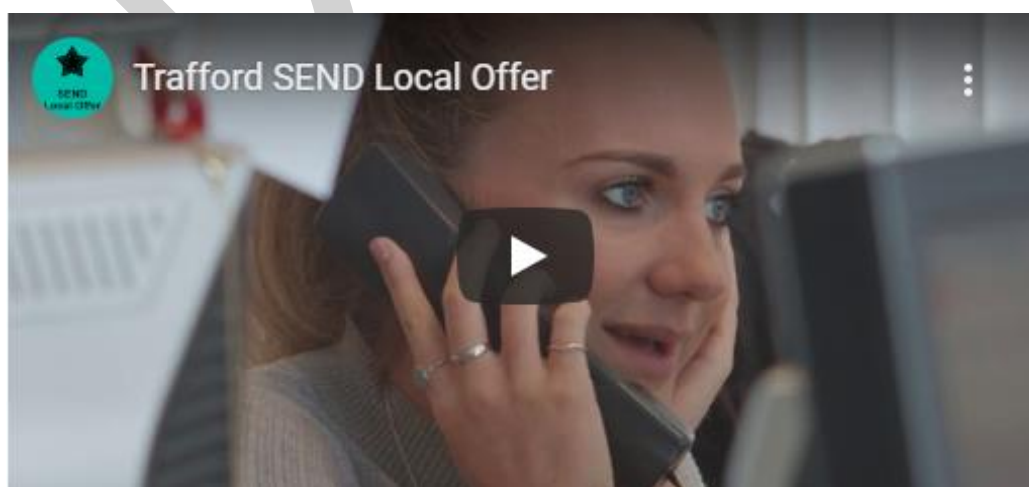
## Branding

A strong, identifiable Trafford SEND and Preparing for Adulthood brand has been developed. The new branding has been used to produce a suite of marketing materials intended to promote the SEND Local Offer.

The leaflets are included in all correspondence to families from Education Health and Care (EHS) Assessment Team and Special Educational Needs Advice Service (SENAS) Family Information Service (FIS) and SEND Information Advice and Support Service (SENDIASS). Information is also included the children's health red book distributed by health visiting teams and information packs are available on request to all multiagency teams.



## SEND Local Offer Video



In conjunction with a local media company we designed a number of promotional videos aimed at parent carers, children and young people to promote the SEND

Local Offer website. The Family Information Service were instrumental in delivering outreach activity and managing the social media marketing campaigns to promote the videos. The video has been presented to SENCO Forums and schools, who are encouraged to embed this on their websites.

## **Outreach activity**

The group provides a forum for identifying opportunities to engage with parents of children and young people with SEND at community venues and at local support groups during their regular programme of activity.

This has resulted in a wide-ranging programme of outreach activity including:

- Regular attendance at the SENCO forums; Early, years, Primary and Secondary to promote awareness of the Local Offer.
- Training for key stakeholders and professional teams on how to navigate around the Trafford Directory and SEND Local Offer so that they can better support and empower the families they are working with to find and access the services or advice that they need.
- Educational Psychologists delivering workshops to parents of children and young people with SEND. The workshops take place at mainstream schools delivering information on Trafford's Graduated Approach, the SEND Local Offer, the SENDIASS service and Trafford Parents Forum.
- Trafford Parents Forum regularly delivering drop in sessions and SEND surgeries to provide information to families on the Local Offer and to support parents looking for specific information or services.

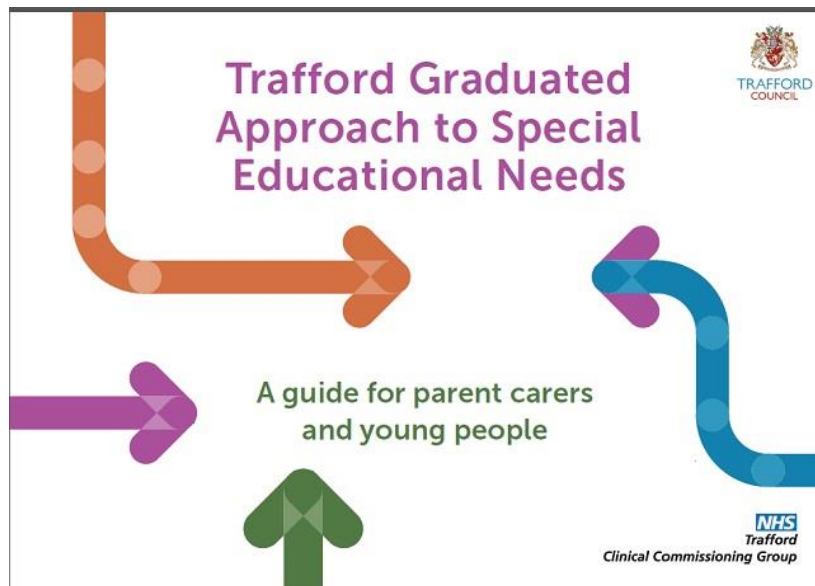
## **SEND Local Offer Advisor**

This role was commissioned through the short breaks review and in conjunction with the SEND Communication and Engagement Group.

The SEND Local Offer Adviser (SLOA) provides advice and guidance, connecting families to appropriate levels of support. With strong links to education, health and care services, the SLOA helps families to understand what is on offer locally and support them to navigate the Trafford Directory website.

The post is crucial for delivering a bespoke brokerage service to families with disabled children, particularly at the universal levels. The SLOA also responsible for managing the allocation process for commissioned short breaks.

## Trafford Graduated Approach Parent Guide



We worked extremely hard to co-produce an easy read guide to Trafford's Graduated Approach which has been exceptionally well received by parent carers, SENCOs and other professionals working with SEND families. It is available as a hard copy or in digital format on the SEND Local Offer.

The FIS are responsible for ensuring the guide is promoted and distributed to families of children on SEND Support, SENCOs and other key professionals and teams.

As a parent carer of an SEN Child I would have found this guide invaluable. It is clear, concise and would suit any reading style with lots of white space and visuals.

I particularly found the EHC Assessment section useful as I think a lot of parents get lost in this process.

**Parent of a young person with SEND**

## The Link Newsletter



# THE LINK

SEND Newsletter



The Link Newsletter is made up of topical articles contributed and written by individual members of the group. The FIS are responsible for bringing the content together and communicating the finished article to families and professionals.

The content is aimed at SEND families and professionals to communicate what support is available, keeping them up to date with what is going on across Trafford in the world of SEND.

It is published termly and includes information and updates about:

- Competitions
- Changes to legislation
- Ideas of things to do
- Parent feedback
- Specialist activities and events
- Support network groups

There is also a topical “In the Spotlight” section in each edition which can be used to showcase a new service or service development.

A registration form is now available on the SEND Local Offer website as a pop-up notification to encourage more people to join the distribution list.

There is currently 500 members signed up to receive the newsletter of which 372 are parent carers and 128 are professionals who are working with families who have a child or young person with SEND.



## Social Media

The group regularly contributes social media content to be included on, FIS, SENDIASS and TPF social media platforms to raise the profile of the groups' activity in support of SEND families in Trafford.

Social media content signposts users to Trafford's SEND Local Offer to find relevant information and support. This could include highlighting a new service, launching a new advice and guidance page or section, providing a quick link to frequently used content such as EHC guides, highlighting video content and publishing the Link Newsletter.

Social media is also used to support campaigns led by the Communication and Engagement Group and other local SEND organisations; and also support awareness campaigns for individual health conditions and disabilities to raise their profile, for example #AutismAwarenessWeek,

Social media is of particular importance in delivering information to young people with SEND, their parent carers and professionals working to support them. These campaigns include:

- Events for young people with SEND such as Let's Talk SEND
- Holiday activities and short breaks
- Opportunities for employment, training and internships.
- Social events such as Funtastic Fridays and Everyone Can gaming sessions
- Training, events and surgeries for parent carers

'The Family Information Service ... Facebook page is a superb and well utilised source giving updates, invitations and competitions which provides in my opinion a great community feel. I look forward to the information given on a daily basis, reminders which are both timely and helpful providing accurate details in a 'nutshell' format! Keep up the good work!"

**Trafford Parent**

## Social media stats

Twitter analysis SENDIASS					
	Tweets	Times seen	New followers	Times profile looked at	Times mentioned by other users
March	50	11,289	17	105	13
April	76	16,411	15	204	7
May	56	11,962	7	97	9

Facebook analysis SENDIASS				
	Number of posts	Times seen	Number who engaged with posts	New followers
March	52	4,962	240	11
April	88	10,003	434	15
May	60	3,308	355	12

Twitter analysis Family Information Service					
	Tweets	Times seen	New followers	Times profile looked at	Times mentioned by other users
March	85	26,297	4	152	106
April	104	37,721	15	262	94
May	128	30,580	8	204	39

Facebook analysis Family Information Service				
	Number of posts	Times seen	Number who engaged with posts	New followers
March	85	25,440	626	25
April	101	48,516	1,590	32
May	134	52,837	1,441	23

Facebook analysis Trafford Parent Forum				
	Closed Group Membership	No of likes	People reached	Posts Shared
Jan/Feb	244	1,043	9,000	125
March/April	284	1,145	5,500	270
May/June	304	1,226	5,500	170

Trafford Children's Rights Service	
SM Platform	Followers
Twitter	321
Instagram	114
Facebook	5
Newsletter subscribers	
Young people	65
Aftercare	44

## Preparing for Adulthood

The group are working on Preparing for Adulthood protocol for professionals. It was recognised that it was important to have relevant and easy to read information for young people and their parent carers to help them navigate this journey in life.

A multi-agency subgroup was tasked with organising two workshops, hosted by Trafford Parents Forum and , to listen to and capture the honest experiences, views and thoughts of parent carers of a young person with SEND who is going through, or has gone through, preparing for adulthood stages.

This will serve as the basis for the co-production of family friendly information on Preparing for Adulthood on Trafford's SEND Local Offer.

## Youth Engagement Events

The Communication and Engagement group has, for a number of years has worked with key partners to deliver the annual Let's Talk SEND and Let's Talk Youth annual events. The group work closely with Gorse Hill Studios who have been commissioned to run the Youth Cabinet and deliver the Let's Talk SEND events in 2020/2021.

## SEND surgery

The EHC Team, Family Information Service, SENDIASS and Trafford Parents Forum specialists deliver a joint surgery for parent carers to answer any questions from families in relation to SEND. Surgeries take place on a minimum half termly, on a drop in no need to book, just turn up basis. The sessions are well attended and now are delivered virtually.

Through these sessions parent carers have made new friends, been able to meet their peers and many attending, have reported never having met a fellow parent carers facing similar issues. Parent Carers are encouraged to chat and network while waiting for their allotted timeslot with one of the specialist services.

This opportunity has provided a great forum for conversations around being an SEND family, in Trafford. The Family Information Service have used the waiting area as an opportunity for small group's chats and individual conversations about things available to families in particularly through the SEND Local Offer.

The relationship built with other services has really impacted on the services confidence when signposting families to the most up to date and correct information. Being able to put faces to names and understand in a practical sense, how other services work has been really helpful in directing families to the most appropriate service.



"I found the session helpful & reassuring"

"These events are informative and useful to make that personal connection with the professionals. I also find it useful to take away the advice and information from other parent carer questions. The information feeds confidence and increases the strength of parent carers"

**Trafford Parent Carer SEND Surgery Feedback**



TRAFFORD  
COUNCIL

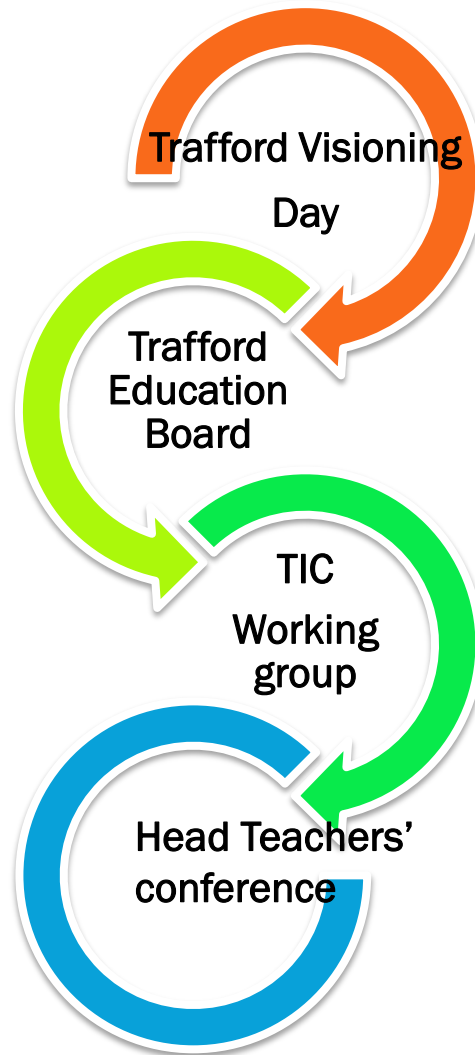
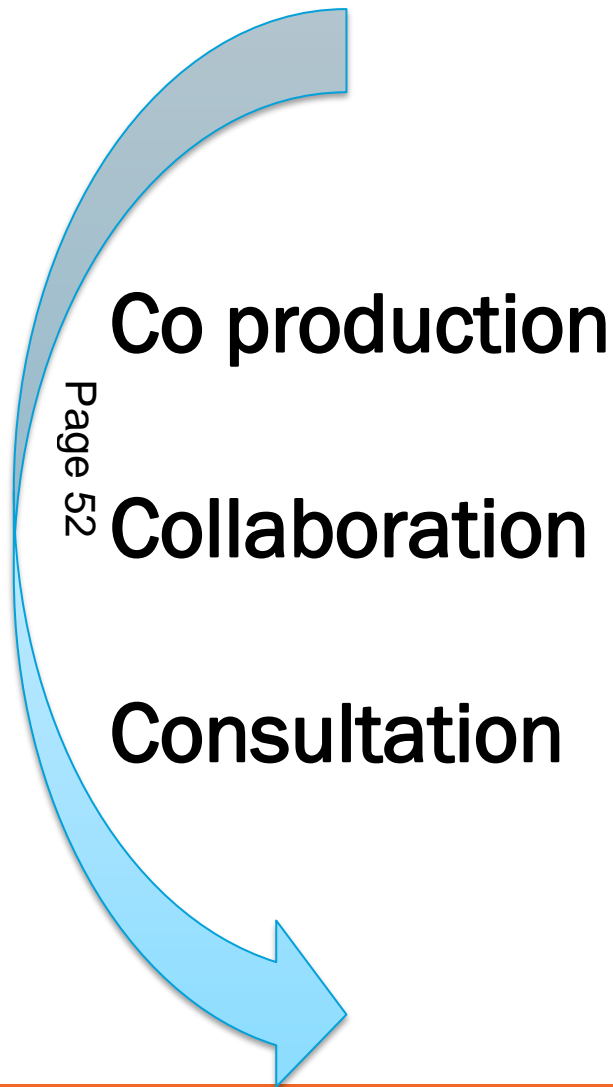


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# Trafford's Inclusion Charter (TIC)

# The Process...



- ✓ Emerged from the **SEND Visioning day** – held with **Trafford Parent Forum and LA**
- ✓ **Re setting of key principals and articulation of ethos**
- ✓ **Co produced activity to set a positive SEND vision**
- ✓ **Agreed action on the re authored SEND action plan**

# Working Group Participants

- 3 meetings (Oct, Nov, Dec 2019)
- The following participants involved in the development of the draft charter;
- ✓ 4 head teachers (primary , secondary, special)
- ✓ 4 SENCOs (primary, secondary)
- ✓ Three parents
- ✓ Social care manager
- ✓ SENDIAS manager
- ✓ Sensory Impairment Service manager
- ✓ Trafford Parent Forum Director
- ✓ Councillor Dillon
- ✓ SENAS
- ✓ Virtual School /EPS representative

# The challenges ...

- ❖ Inclusion is a process, never an arrived destination.
- ❖ Inclusion can mean different things to different people – we need to arrive at a point of consensus.
- ❖ We want to ensure balance between being comprehensive and tangible as well as keeping the TIC short and accessible.
- ❖ Working inclusively takes time.

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# What helps....

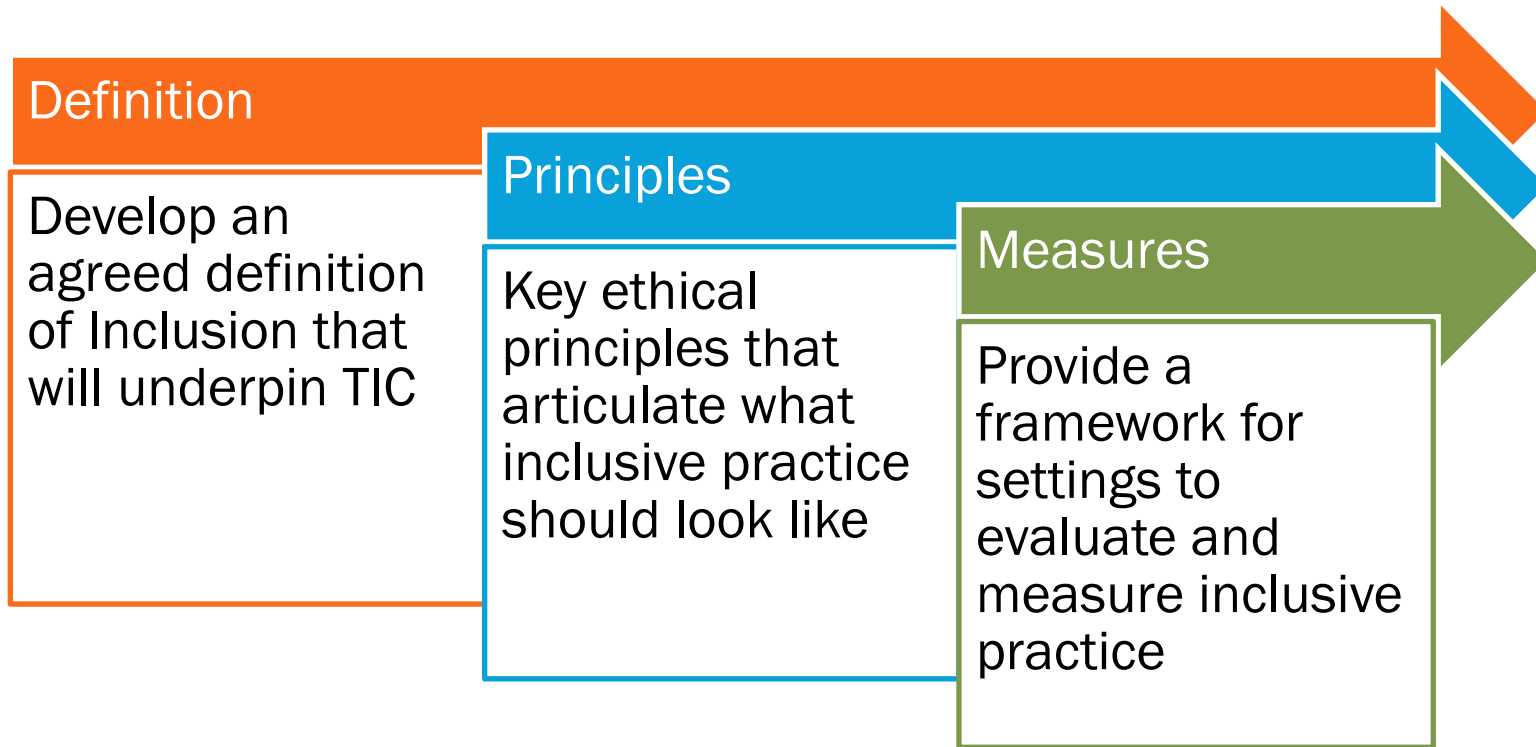
- ✓ Keeping the purpose at the forefront – keeping in mind where the ask came from
- ✓ Understanding that the TIC is an articulation of a lot of good practice that already exists
- ✓ Reminding ourselves that perfection is the enemy of progress

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# Proposed structure of TIC

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# In Trafford we believe that our Inclusive ethos will....

*promote equal opportunities for all children and young people, whatever their age, gender, sexuality, disability, ethnicity, attainment and background. We recognise that we need to be mindful of the provision made for each individual child and young person so that they are able to achieve their best outcomes.*

*(Developed from the IQM)*

# Trafford Inclusion Charter – Themes: SEND Visioning workshop

**L**ocal Provision – having confidence that local schools are committed to meeting the needs of children in their local community

**O**utcomes - keeping them child centred, measurable and tangible

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**C**ommunication – regular, clear

**A**ccountability – everyone has a part to play, we are all accountable and responsible for supporting inclusion in Trafford

**L**anguage – being mindful of how we use language to include, describe and involve all

# TIC principles

## In Trafford...

### (Language Theme)

#### **We will.....**

ensure that the language  
we use to communicate with  
you is clear, simple and  
accessible

#### **So you can...**

feel empowered and  
included when we have  
discussions with you, about  
how best to support you.

# TIC principles

## In Trafford...

### (Outcomes Theme)

#### We will....

work with you to identify  
your strengths and agree  
with you what you  
want to change.

#### So you are...

confident that the  
outcomes and provision  
agreed are focused on  
what you want to achieve.

# TIC principles

## In Trafford...

### (Communication Theme)

**We will.....**

ensure that our  
communications are

- reciprocal
- regular
- honest
- consistent
- timely

**So you ...**

know that your views are  
valued and central to  
decisions that are made  
with you.

# **TIC principles**

## **In Trafford...**

### **(Accountability)**

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**We will....**

**ensure that in our practice  
we are fair, accountable  
and responsible.**

**We will look to how we can  
add value and work in a  
solution focused and  
courageous manner.**

**So you feel..**

**safe**

**protected**

**treated fairly**

**respected**

**supported &**

**considered**



# TIC principles

## In Trafford...

### (Local Provision )

**We will ensure...**

access for all to a full, broad,  
balanced and appropriate  
curriculum.

We will work with you to ensure that  
provision can be flexible to meet  
individual need through consultation  
and collaboration with you.

**So you ...**

are fully engaged in all  
meaningful and  
purposeful experiences as a  
valued member of our  
learning communities.

# Next steps...

1. **SEND/Inclusion Survey-emailed-closing 28.03.20**
2. **Inclusion collaborative –**  
developing this as a subgroup of the Education Board  
Working up SEN review models and tools
3. **Engaging wider**  
EY / FE settings  
Engaging directly with pupil and student populations in  
your schools  
Trafford Parent Forum  
Communications and Engagement Group

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## **Special Educational Needs and Disabilities (SEND) 0-25 Partnership Board**

### **Terms of Reference**

#### **Purpose of the SEND Partnership Board**

The SEND Partnership Board will provide strategic direction to the work of professionals, service providers and parents/carers associations in Trafford who are involved in SEND. In doing so the Board will ensure that children and young people from 0-25 with SEND:-

- achieve well in their early years, at school and in further education
- find suitable employment
- lead happy, safe, healthy and fulfilled lives

#### **Our purpose will be to:**

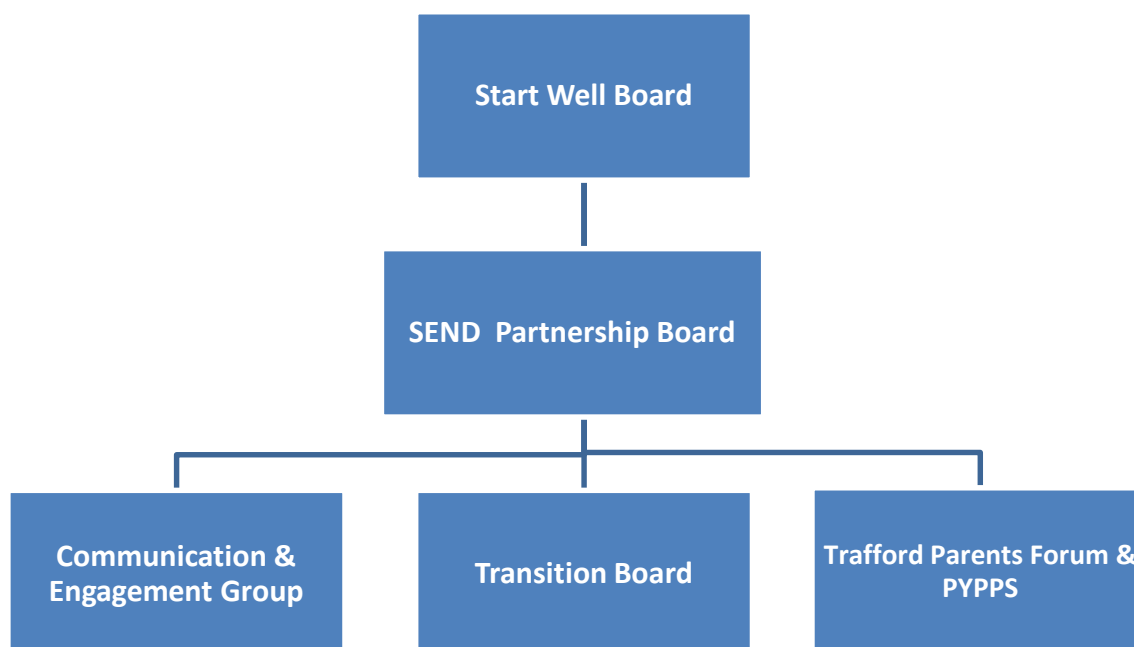
- Ensure best policy, practice, service and provision for children and young people with SEND across the Local Area
- Ensure that services are child and family-centred and responsive to need
- Collaborate effectively across services, school, settings and parent partnerships for the benefit of children and young people with SEND
- Strengthen the local offer for SEND across all services
- Intervene in a timely and effective manner where appropriate
- Ensure sufficiency of places

#### **Membership**

<b>Karen Harris</b>	Principle Educational Psychologist and Head of Inclusion
<b>Sarah Butters</b>	Head of Early Years, School Places and Access
<b>Cathy Rooney</b>	Director of Early Help and Social Care
<b>Paula Lee</b>	Interim Strategic Lead – Complex Needs
<b>Emma Brown</b>	Strategic Lead-North Neighbourhood/Professional Lead
<b>Justine Bailey</b>	Trafford Parents Forum
<b>Caroline Woodhead</b>	Trafford Parents Forum
<b>Claire Ball</b>	Interim Specialist Commissioner
<b>Jo Gibson</b>	Head of All Age Commissioning
<b>Polly Goodson</b>	Primary Headteacher
<b>Jude Lomas</b>	Special School Headteacher
<b>Karen Samples</b>	Director of Education

<b>Jo Moore</b>	Access & Inclusion Team Co-ordinator
<b>Cllr Hynes / Cllr Carter</b>	Elected Members

### **Governance Structure**



#### **What we will do:**

- ✓ Oversee the work/activities identified in the Trafford Strategic SEND Action Plan
- ✓ Ensure there is effective partnership with children and young people with SEND, their parents/families, carers and providers
- ✓ Hold to account the SEND Task & Finish Groups by supporting and challenging them
- ✓ Ensure that appropriate strategies, actions plans, policies and practices are fit for purpose and being implemented
- ✓ Evaluate the difference that our support and services has made to the lives of children and young people with SEND

#### **Who reports to the SEND Partnership Board?**

- The Partnership Board will receive a summarised report from the SEND Task & Finish Workstreams in advance of each Board meeting
- Where required the Lead for any Task & Finish Workstreams will attend the Partnership Board to present reports on progress
- The SEND Executive Group will also report by exception, any issues / risks and relating to the work of the Group or any T&F Workstream

**Meeting timescales:**

- The Partnership Board will meet quarterly
- Meetings will last approximately 2 hours and within school hours to accommodate parent carer representation
- All members of the SEND Partnership Board will be expected to attend each meeting
- If members cannot attend they will be expected to send apologies before the meeting and must send a deputy who can act on their behalf and make decisions
- The Partnership Board must be quorate in order for decisions to be made

**Meetings of the Partnership Board**

The agenda and related documents for each Partnership Board meeting will be made available ahead of each meeting.

The key notes/agreed actions from each meeting, once approved by the Chair, will be circulated quickly to allow follow-up by members, as noted

The business and administration for the Board will be supported as appropriate by a local authority appointed coordinator

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# Vision

Our vision in Trafford is to have a **well-planned provision** that meets the needs of children and young people with SEND and their families. This means **integrated services across education, health and social care which work closely with parents and carers**, which ensure that individual needs are met without unnecessary bureaucracy or delay. It also means a **strong commitment to early intervention and prevention** so that early help is provided in a timely way.

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We believe that every Trafford child and young person should have their needs met, as far as possible in their **local community**. We **expect every provider to make effective provision for children** with SEN and disabilities so that they make good educational progress and can move on easily to the next stage of their education and later into employment and independent adult life. We aim to achieve this by using the **best expertise and knowledge** in all services, to increase capacity throughout the borough by sharing best practice and by promoting a model of **collaborative working and shared responsibility**.

# Vision continued...

We expect education, care and health services to be delivered in an integrated way so that **the experience of families accessing services is positive** and children's and young people's learning and development, safety, well-being and health outcomes are well promoted alongside their educational progress and achievement.

To deliver our plan, we must identify children with SEND at the earliest possible opportunity and provide them and their families with the support they need to have **the best possible start in life and achieve their potential**



# Our agreed priorities

To promote **co-production** at the heart of professional practice so that the voice of children, young people and their families is at the heart of all we do.

Build stakeholder confidence by **delivering timely information, advice and support and a high quality statutory assessment process which meets timescales** and ensures that children and young people with SEND, and their parents and carers, are considered at every stage of the process.

Develop the **quality and capacity of early years providers, schools and colleges** to meet the needs of local families and their children with SEND.

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Deliver greater local integration and co-ordination of education, health and social care services and plans for children and families to promote **positive and seamless transitions** at all stages between the ages of 0-25 years.

Develop **outcome-focused approaches to joint commissioning and integrated working** to promote early identification and intervention.

Maintain **strong outcomes for Trafford SEND pupils**, so that they achieve outcomes which are above national expectations for similar pupils and where possible, **prevent school exclusions**.

## Our ambition: To promote co-production at the heart of professional practice so that the voice of children, young people and their families is at the heart of all we do.

### What we have to do:

- Ensure co-production is an equal relationship between service users and people who are responsible for services.
- Ensure children, young people and their families have a direct influence in decision-making and shaping services.
- Enable service users have opportunities to express their views
- Enable children and young people have a greater sense of ownership and responsibility in decisions that affect their lives

### Key performance indicators

- There is a shared understanding about what is meant by co-production across the SEND community
- Plans and associated reports demonstrates co-production
- Examples of the impact of co-production on the lives of children, young people and their families

### Action plan

- 1.1. Embed a culture of co-production throughout the SEND community
- 1.2. Explore how engagement with children and young people supports the development, delivery and evaluation of outcomes based commissioning through the CDC
- 1.3. Review the Local Offer to improve its impact on the lived experiences of children and families

**Our ambition: Build stakeholder confidence by delivering timely information, advice and support and a high quality statutory assessment process which meets timescales and ensures that children and young people with SEND, and their parents and carers, are considered at every stage of the process**

**What we have to do:**

- Ensure timescales are met throughout the EHCP process
- Produce high quality, person-centred plans
- Ensure the EHCP process is transparent and understood by all stakeholders
- Ensure children and young people receive the right support at the right time

**Key performance indicators**

- Performance data for timeliness is consistently above national expectations
- Contributions from health & social care partners are completed and timely
- Quality of EHCP audits are good and outstanding
- Parental feedback demonstrates satisfaction in the assessment process
- Earlier intervention strategies lead to a reduced number of requests for EHC Needs Assessments

**Action plan**

- 2.1. Review policies and procedures to ensure a clear and transparent process
- 2.2. Establish a multi-agency audit process to improve the quality of EHC Plans
- 2.3. Ensure the voice of the young person and parent/carers views are considered and reflected in plans
- 2.4. Ensure all plans meet the social care needs identified in the assessment processes
- 2.5. Develop a Quality Assurance Framework to ensure the plans are high quality and person-centred

## Our ambition: To develop the quality and capacity of early years providers, schools and colleges to meet the needs of local families and their children with SEND

### What we have to do:

- Ensure all Trafford education settings adopt the Inclusion Charter.
- Improve inclusive practice so that children and young people with SEND are enabled to successfully remain in mainstream settings

### Key performance indicators

- QA processes evidence that schools have adopted the Inclusion Charter
- Feedback from children, young people and families reflect an improvement in provision at SEND support
- Moderation of provision at SEND support reflects greater consistency across settings

### Action plan

- 3.1. Achieve greater consistency of the educational sector's engagement with families of children and young people with SEND.
- 3.2. Achieve greater consistency in provision in schools at SEN support and in the understanding of decision-making guidelines for the subsequent EHCP process.
- 3.3. Develop a strategic, universal and targeted workforce offer for education settings and partners
- 3.4. Co-produce information about the assessment and planning process for SEND support

## Our ambition: Develop outcome-focused approaches to joint commissioning and integrated working to promote early identification and intervention.

### What we have to do:

- Plan and jointly commission services to improve outcomes for those with SEND
- Target resources to ensure services reflect identified needs
- Deliver a joined-up approach to the planning and commissioning of services

### Key performance indicators

- The Trafford Joint Commissioning Strategy is shared and understood by all stakeholders
- Parent/carer rate the level of support received
- Improvement in health outcome measures for individual services
- Time from referrals to assessments is within timescale

### Action plan

- 4.1 Undertake a joint commissioning baseline assessment of current commissioned SEND services
- 4.2 Develop a commissioning plan which is informed by the JSNA and co-produced
- 4.2. Ensure easier and earlier access to specialist services
- 4.3 Continue to review service provision and diagnostic pathways to ensure effectiveness
- 4.4. Establish an outcomes-based performance framework

**Our ambition: Deliver greater local integration and co-ordination of education, health and social care services and plans for children and families to promote positive and seamless transitions at all stages between the ages of 0-25 years.**

What we have to do:

- Ensure CYP with SEND are appropriately supported throughout all transition milestones
- Publish the PfA Strategy and ensure this is implemented and embedded.

Key performance indicators

- The number of young people with SEND engaged in education, employment and training will increase
- All EHCPs will reflect aspirations for future training or employment
- Young people with continuing care needs will have support and transitions

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Action plan

5.1. Embed the Preparation for Adulthood protocol

5.2 Empower children, young people and their families to make informed decisions about preparing for adulthood

5.3 Ensure person-centred planning supports the planning of transitions

5.4 Develop integrated health and social care services to enable young people to understand and manage their health and care needs

## Our ambition: Maintain strong outcomes for Trafford SEND pupils, so that they achieve outcomes which are above national expectations for similar pupils and where possible, prevent school exclusions

### What we have to do:

- Improve the outcomes for CYP with SEND including educational progress and attainment.
- Ensure that the attendance of CYP with SEND is above national expectations
- Create a robust offer to meet the SEMH needs of children and young people
- Reduce the number of exclusions for CYP with SEND

### Key performance indicators

- The attainment for children and young people with SEND is above national and statistical neighbours
- The number of young people with SEND in education and training is high
- The attendance of children & young people is high
- The percentage of SEND pupils who are excluded is consistently below national

### Action plan

- 6.1 Ensure children and young people achieve in their education at least as well as their statistical neighbours
- 6.2 Develop a coherent model to deliver support to schools and providers to support improved outcomes
- 6.3 Develop 16-19 provision which supports increased choice and independence to prepare young people for adulthood
- 6.4 Establish a coherent SEMH offer for children and young people
- 6.5. Develop a multi-agency approach to supporting CYP who are at risk of exclusion

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## 2019 Monthly EHCP Report

## 1. Plans issued in 2019

Report Date	No of Requests	Total Issued	Total Issued in 20 Weeks	% Issued within 20 Weeks
2018 Year	331	317	47	14.83%
04/03/19	67	38	9	23.68%
01/04/19	109	57	17	29.82%
06/05/19	141	111	36	32.43%
03/06/19	178	140	53	37.86%
01/07/19	204	163	70	42.94%
05/08/19	241	208	105	50.48%
02/09/19	244	233	127	54.51%
07/10/19	257	265	153	57.74%
04/11/19	274	280	165	58.93%
02/12/19	309	306	182	59.48%
06/01/20	337	327	197	60.24%

## 2. No of EHCPs

Report Date	Total no of EHCP	Variance	% Increase in Plans Issued
2018 Year	1786		
04/03/19	1820	34	1.9%
01/04/19	1839	19	1.0%
06/05/19	1878	39	2.1%
03/06/19	1913	35	1.9%
01/07/19	1932	19	1.0%
05/08/19	1965	33	1.7%
02/09/19	1956	-9	-0.5%
07/10/19	1985	29	1.5%
04/11/19	2000	15	0.8%
02/12/19	2017	17	0.9%
06/01/20	2034	17	0.8%
<b>13.9% increase on 2018</b>			

## 3. Refuse to Assess and Issue

Report Date	No of Requests 2019	No of Refuse to Assess	% Refuse to Assess	No of Refuse to Issue	% Refuse to Issue
2018 Year	331	52	15.71%	4	1.21%
04/03/19	67	5	7.46%	0	0.00%
01/04/19	109	8	7.34%	1	0.92%
06/05/19	141	11	7.80%	1	0.71%
03/06/19	178	16	8.99%	1	0.56%
01/07/19	204	20	9.80%	1	0.49%
05/08/19	241	23	9.54%	1	0.41%
02/09/19	244	22	9.02%	1	0.41%
07/10/19	257	24	9.34%	1	0.39%
04/11/19	274	25	9.12%	1	0.36%

02/12/19	309	31	10.03%	1	0.32%
06/01/20	337	33	9.79%	2	0.59%

#### 4. No of EHCPs Ceased

Report Date	Transferred Out to other LA	Other Plans Ceased	Total no of EHCP Ceased
2018 Year	42	10	52
04/03/19	7	0	7
01/04/19	8	1	9
06/05/19	8	9	17
03/06/19	10	9	19
01/07/19	14	20	34
05/08/19	20	32	52
02/09/19	22	69	91
07/10/19	30	68	98
04/11/19	32	69	101
02/12/19	34	74	108
06/01/20	36	77	113

## 2020 Monthly EHCP Report

### 1. Plans issued in 2020

Report Date	No of Requests rec'd	Total Issued inc 2019 requests	Total Issued in 20 Weeks	% Issued within 20 Weeks
2019 Year	337	327	197	60.24%
06/01/20	1	1	1	100.00%
03/02/20	35	8	5	62.50%
02/03/20	68	18	13	72.22%
06/04/20	106	42	29	69.05%
04/05/20	124	71	51	71.83%
01/06/20	153	93	68	73.12%
06/07/20	181	130	99	76.15%

### 2. No of EHCPs

Report Date	Total no of EHCP	Year on Year Variance	Year on Year % Increase in Plans Issued
2019 Year	2034		
06/01/20	2035	1	0.05%
03/02/20	2034	0	0.00%
02/03/20	2049	15	0.74%
06/04/20	2059	25	1.23%
04/05/20	2087	53	2.61%
01/06/20	2109	75	3.69%
06/07/20	2146	112	5.51%

### 3. Refuse to Assess and Issue

Report Date	No of Requests 2020	No of Refuse to Assess inc 2019 requests	% Refuse to Assess	No of Refuse to Issue inc 2019 requests	% Refuse to Issue
2019 Year	337	33	9.79%	2	0.59%
06/01/20	1	0	0.00%	0	0.00%
03/02/20	35	3	8.57%	1	2.86%
02/03/20	68	6	8.82%	1	1.47%
06/04/20	106	9	8.49%	2	1.89%
04/05/20	124	9	7.26%	2	1.61%
01/06/20	153	10	6.54%	2	1.31%
06/07/20	181	13	7.18%	3	1.66%

### 4. No of EHCPs Ceased

Report Date	Transferred Out to other LA	Other Plans Ceased	Total no of EHCP Ceased
2019 Year	36	77	113
06/01/20	0	0	0
03/02/20	7	1	8
02/03/20	8	1	9
06/04/20	17	3	20
04/05/20	19	3	22
01/06/20	20	3	23
06/07/20	22	5	27







2020 Monthly EHCP Report  
Plans issued in 2020

Report Date	2019 Request plan issued	2019 Request Plan Issued in 20 Weeks	2020 Request plan issued	2020 Request Plan Issued in 20 Weeks	Total Issued	Total Issued in 20 Weeks	% Issued within 20 Weeks
06/01/20	1	1	0	0	1	1	100.00%
03/02/20	8	5	0	0	8	5	62.50%
02/03/20	18	13	0	0	18	13	72.22%
06/04/20	42	29	0	0	42	29	69.05%
04/05/20	69	49	2	2	71	51	71.83%
01/06/20	78	53	15	15	93	68	73.12%
06/07/20	81	53	49	46	130	99	76.15%





## Tribunal Analysis 2016 to 2020

2016 Cases Lodged: Reason	No	Reached Agreement Prior to Hearing	Reached Agreement at Hearing	Parents' Position Upheld	Council's Position Upheld
Refuse to carry out a needs assessment	2	2			
Refuse to Issue an EHCP	1	1			1
Parent/Young Person disagreed with the placement/SEN Provision	13	11			1
<b>Total</b>	<b>16</b>	<b>14</b>			<b>2</b>

2017 Cases Lodged: Reason	No	Reached Agreement Prior to Hearing	Reached Agreement at Hearing	Parents' Position Upheld	Council's Position Upheld	Tribunal Suspended
Refuse to carry out a needs assessment	7	3	0	3	1	0
Refuse to Issue an EHCP	1	0	0	0	1	0
Parent/Young Person disagreed with the placement/SEN Provision	6	1	3	0	1	1
<b>Total</b>	<b>14</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>

2018 Cases Lodged: Reason	No	Parent withdrew	Reached Agreement Prior to Hearing	Reached Agreement at Hearing	Part Upheld	Parents' Position Upheld	Council's Position Upheld	Case not yet heard	Case File Trans to other LA
Refuse to carry out a needs assessment	8		6			2			
Refuse to Issue an EHCP	2		1				1		
Parent/Young Person disagreed with the placement/SEN Provision	16	1	10	1	1	1	1		1
<b>Total</b>	<b>26</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>

2019 Cases Lodged: Reason	No	Parent withdrew	Reached Agreement Prior to Hearing	Reached Agreement at Hearing	Part Upheld	Parents' Position Upheld	Council's Position Upheld	Case not yet heard	Case File Trans to other LA
Refuse to carry out a needs assessment	2		1			1			
Refuse to issue an EHCP	2					1	1		
Parent/Young Person disagreed with the placement/SEN Provision	7		3			1		2	1
<b>Total</b>	<b>11</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>

2020 Cases Lodged: Reason	No	Parent withdrew	Reached Agreement Prior to Hearing	Reached Agreement at Hearing	Part Upheld	Parents' Position Upheld	Council's Position Upheld	Case not yet heard	Case File Trans to other LA
Refuse to carry out a needs assessment	3		2					1	
Refuse to issue an EHCP									
Parent/Young Person disagreed with the placement/SEN Provision	3							3	
<b>Total</b>	<b>6</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>

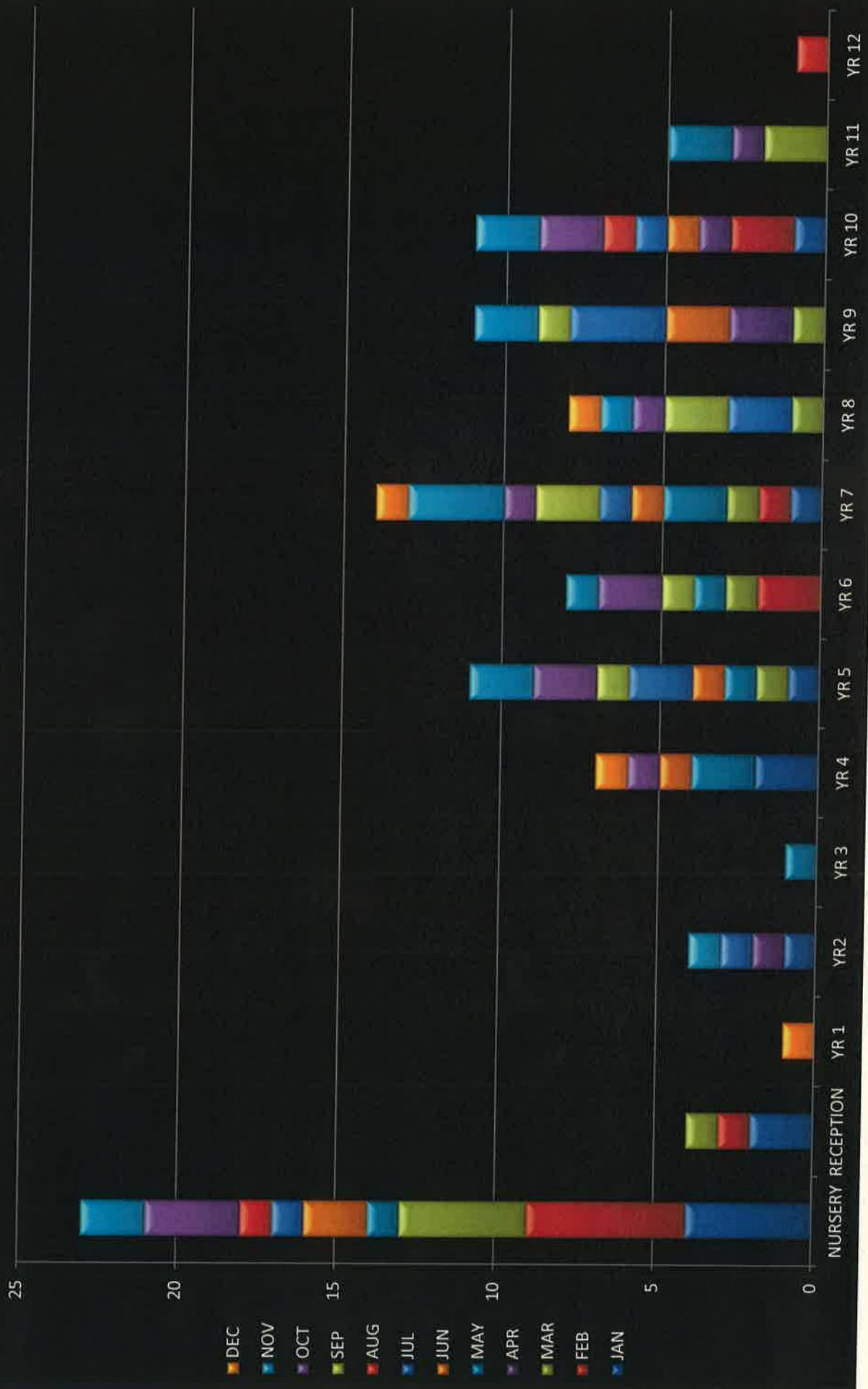
Tribunal Cases Heard in 2020: Reason
Refuse to carry out a needs assessment
Parent/Young Person disagreed with the placement/SEN Provision
Refuse to carry out a needs assessment
Refuse to carry out a needs assessment
Refuse to carry out a needs assessment
Refuse to issue an EHCP

Date of Hearing	Year Lodged	Parents' Position Upheld	Council's Position Upheld	Part Upheld	Reached Agreement Prior to Hearing
	2019				2

Parent/Young Person disagreed with the placement/SEN Provision

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# Parental Request 2019



**Parental Requests 2019**

	NURSERY	RECEPTION	YR 1	YR2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9
JAN	4	2		1		2	1		1		
FEB	5	1						2	1		
MAR	4	1					1	1	1	1	1
APR				1							2
MAY	1				1	2	1	1	2		
JUN	2					1	1		1		2
JUL	1			1			2		1	2	3
AUG	1										
SEP							1	1	2	2	1
OCT	3					1	2	2	1	1	
NOV	2			1			2	1	3	1	2
DEC			1			1			1	1	