Theme 1:	Strategic Leadership			
Theme owner:	Director of Children's Services			

Action	Milestones	Lead	Deadline for delivery	Monitoring mechanisms
Establish steering group (LA, Health, Schools, Parents) to review termly progress with annual public report.	Membership and Terms of Reference confirmed with representatives from LA, Health, Schools and Parents Forum. Chair appointed.	Director of Children's Services	End September 2017	Lead Member and CCG Board.
	Meeting schedule confirmed and published	Steering Group Chair	End of September 2017	Lead Member and CCG Board.
	Regular update of action plan agreed with Steering Group and published	Service Leader, CYPDS	6 x each academic year in first week of term	Steering Group, CCG and LA Management teams, Schools Forum.
	Annual report to stakeholder groups including LA, CCG, schools and Parent Forum.			
Establish the Parent Forum as a group to represent views of parents to shape services.	Promote membership to all parents of young people with an EHCP plan or registered as "SEN K" by their setting	PACIP	Autumn half-term	Steering Group
	Establish role of PACIP members in commissioning and monitoring groups	Service Leader, CYPDS	Autumn half-term	Steering Group
Complete SEND strategy consultation	Define and publish consultation timetable and process	Service leader, CYPDS	End of September 2017	Steering Group
	Complete consultation activity and finalise strategy	Service leader, CYPDS	End of December 2017	Steering Group Lead Member CCG Board

Theme 2:	Bring increased clarity to the expectations for all in the Area			
Theme owner:	Service Leader for CYPDS			
Action	**Milestones**	**Lead**	**Deadline for delivery**	**Monitoring mechanisms**
Develop an Area-wide Inclusion charter about expectations. Co-produced and published with parent group and schools.	Co-produce a draft Inclusion charter. LA, Health, Schools and Parents group.	Service Leader, CYPDS	Autumn half-term 2017	Steering Group
	Consult on Charter with parents, schools and professionals across the area to reach published version.	Steering Group	End of November 2017	Steering Group Lead member CCG Board
	Publish inclusion charter in: local offer, admissions guide and on settings websites.	Steering Group	January 2018	Steering Group
Clarity of roles and responsibilities of those involved with additional needs in the area.	Develop a public guide to explain the local process and roles involved with SEND in the Area.			
	Develop the capacity of the DCO within Health to ensure that there is adequate assurance in the health system.			
Create transparent system for use of Needs Matrix and how funding flows based on school population.	Establish SENCO-led group of professionals to review and benchmark use of Needs Matrix across the area.			
	Establish funding principles and population thresholds for non-special school EHCP funding.			
	Review EHCP funding impact on High Needs block budget three times a year via the Schools Forum			
Develop the use of networks and experience to share good practice to develop capacity	Establish an area wide professionals network of SENCOs and other professionals.			
	Recruit a mainstream school "inclusion advisor" to support the			

	network and support individual schools to develop an "inclusion development plan" as required			
across the area.	Publish a combined "training offer" for all professionals which accessed LA, health and school capacity			

Theme 3:	Processes for EHCP			
Theme owner:	Service Leader for CYPDS			
Action	**Milestones**	**Lead**	**Deadline for delivery**	**Monitoring mechanisms**
Use of standard tools to support co-production.	Revise the handbook for plans to provide appropriate guidance for parents embarking on the process.			
	Ensure each EHCP case has a single sheet of dates and contact names which is widely shared.			
	Run co-production awareness sessions for parents, carers and young people in parallel with assessment activity			
Standard approach to assessment requests.	Review with schools the current 1st stage process to consider if an EHCP assessment process is appropriate for a pupil.			
	Publish volume and output information from the assessment process.			
Panel moderation by peers with outcomes published to support transparency.	Establish a formal "term of office" for school representatives on decision making panels and consider a stipend to allow appropriate time commitment.			
	Publish panel volume and output statistics each large term			
	Consider specific process for placement change which included peer review and challenge.			

Action	Milestones	Lead	Deadline for delivery	Monitoring mechanisms
Participant satisfaction and feedback at key stages.	Develop a simple electronic survey process to temperature check each stage of the EHCP process with young people, their parents or carers and professionals.			
	Provide a termly summary of information to the steering group			
	Undertake monthly audits of EHC plans to ensure quality is maintained with a report on trends to the steering group.			
Introduce specific 18-25 "Preparing for adulthood" pathway.	Increase the capacity of the CYPDS team to deal with post 18 transitions and cases in order that more young people can transition successfully to adulthood.			
	Define and publish the post 18 pathway			
Update data systems to ensure that these young people are clearly identifiable to other services and professionals	Ensure that RBWM and health systems can clearly identify children with EHC plans on summary pages and provide them as a subset of management reporting			
	Operate a termly audit of EHCP case files to ensure that timely and accurate case recording is maintained.			

Theme 4:	Area-wide information and communication			
Theme owner:				
Action	**Milestones**	**Lead**	**Deadline for delivery**	**Monitoring mechanisms**
Termly published statistics for the Borough, Health partners and schools in the area	Establish core data set to be included in public update by schools and the CYPDS processes.			
	Collate data three times a year and update with financial input to the Schools Forum.			
	Include summary in annual school admissions guides.			

Local offer refreshed and actively promoted.	Local offer updated by all providers in process monitored by Parent Forum.			
	Active promotion of the local offer to settings and families throughout the year.			