

Walsall APP Update
February 2023

Key	Not Yet started		In Progress	Delayed / at risk	Overdue	Complete	Embedded				
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Poor-quality EHC plans, which do not accurately reflect children’s and young people’s special educational needs, and do not adhere to the statutory timescales for completion.											
	APP 1.1.1	Develop and embed the new structure within the Local Authority EHC Assessment team which operates on a locality basis and provides named Family Link Officers for families and named Senior Link Officers for schools	Have a named link officer who they can contact and who knows their family well and be able to contact the service and receive a same day call-back at a time that is convenient to them.	Head of SEND	Established the locality model and communicated directly to all parents and schools who their link officer is. All vacancies will have been advertised and recruitment processes will be underway.	Jun-23	Complete	All families have a named Link officer for assessments. Team working on locality basis Permanent Locality leads now in place and leading areas. Localities are developing a focuses approach to assessment and reviews		Structure chart	
	APP 1.1.2	Review and implement a staff recruitment and retention strategy for staff within the EHC Team and EP Service.	Receive support from a stable and experienced workforce.	Head of SEND	Review current recruitment and retention strategy to incorporate feedback from staff health check workforce survey.	Jun-23	In Progress	The team now functioning at 90% permanent. EHC team manager to start in February. Service manager is good with data and reporting which is adding in additional skills. EHC team manager permanent starting in February 2023. Recruitment starting in February for 7 new EHC officers (3 vacant and 4 new). An induction area has been started on Teams for new officers and central places for all induction materials and training.	Workforce recruitment and retention strategy	Structure Chart 2023, teams induction area	
	APP 1.1.3	Offer NASEN and IPSY training to all staff in the EHC team	Receive good quality support from well trained staff who have professional, nationally recognised qualifications.	Head of SEND	Plan training programme that is required.	Nov-23	In Progress	EHC team completed IPSEA training. Senior staff completing the NASEN Casework officer award (12 months) Other training ongoing such as capita and the Hub. IPSEA training to be repeated		Annual training schedule, induction plan, Induction and Training Area on teams	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Ensure there is sufficient capacity and skill within services to complete statutory tasks	APP 1.1.4	Ensure that there is sufficient capacity within Health and Mental Health services (including the Community Paediatrics and Therapies teams) to meet the demand in the assessment and delivery of EHC plans.	Receive good quality assessments within statutory timescales and support in a timely manner without having to wait excessive amounts of time due to long waiting lists.	ICB Commissioning Lead	Undertaken work to understand the gaps and begun to address capacity issues by developing the relevant business cases and identifying new and innovative ways of working to address the gaps.	Sep-23	In Progress	Comm. Paeds. WLI's for EHCP's to address the backlog which we are now on top of. We currently have a business case to address the staffing gap which will provide long term plan for being able to maintain compliance with EHCP timeframe Apprentice EHCP administrator in post for Comm. Paeds Therapies. Job planning completed in therapies to allow priority tasks has been done (EHCP priority) DCO has met with CAMHS to discuss pathway	We have a further meeting with him on 7th to discuss the service specs and capacity of the teams.	Pathway documents Improved evidence of timeliness and quality of health advices	
	APP 1.1.5	Hold a cross remit development day with key EHC Assessment Team staff, EPs, and Health operational staff to embed good practice.	Benefit from a local area SEND workforce that understand each other's role in delivering SEND services and is committed to working together to deliver high quality services that improve outcomes.	Head of SEND	Held the first cross remit development day	Dec-22	Complete	Full Strategic Development and Coproduction Day held on 3rd March. Attendance from all areas in council and also parents and families. Four sessions explored SEND and inclusion, the parent journey, the local offer and the health gateway (an example of successful joint working). The final activity looked at the new inspection core statements and all participants scored themselves to create a baseline	steps completed and date arranged- all stakeholders informed and in diaries	Diary Invite, email invites. Notes of meeting. Meeting agenda, feedback from event, baseline statements	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 1.1.6	Implement the national framework pilot which sets out minimum training standards for health professionals working with children with SEND within Walsall Health Trust (WHT)	Receive good quality support from well trained staff who are delivering care and support to recognised national standards.	Designated Clinical Officer	Begun the implementation of the pilot or explored alternative forms of training if there is any delay in the national roll-out.	Mar-23	In Progress	National pilot out delayed however training framework to be discussed at local level in the interim. Meeting has taken place with E. Wharton LD and Autism lead nurse. Mandatory Oliver McGowan training (Phase 1) to be rolled out for all staff from March 1st. .	Phase 2 delivery to be confirmed with discussion between WHT and ICB.	Training records, annual training plan,	
	APP 1.1.7	Take advantage of Sector Led Improvement Partners Support.	Detail to be determined following first SLIP meeting in October								
	APP 1.2.1	Clear outstanding EHC assessments that are over 20 weeks by triaging those that require new Ed Psych assessments and those that do not.	Receive the outcome of their EHC assessments and plans. They will be able to follow the progress of their assessments and contribute directly to their assessments and plans via the EHC Hub.	Head of SEND	Triaged all assessments that do not require an Ed Psych assessment and be making progress in completing the backlog of those that do.	Mar-23	In Progress	EP triage now operational and working. Decisions to assess made by week 2 and decisions to issue made by week 14. Some delays over placements. Backlog of assessments reducing. Protected time for Decision Making	Protected time for decision making time. Schools have EP reports in graduated approach.	Decision Making TOR, Quality Assurance Framework, EP timeliness data	
	APP 1.2.2	Refine and improve processes for request for advices from health, including the implementation of a ‘triage’ process to ensure that requests are going to the right person first time and the development of a standard operating protocol (SOP)	have their assessments completed within statutory timescales, with input from relevant professionals. They will be able to follow the progress of their assessments and contribute directly to their assessments and plans via the EHC Hub.	Designated Clinical Officer	Implemented the revised processes and established monitoring to track improvements.	Dec-22	Complete	Triage process partially embedded and working well, All providers engaged.	SOP in production awaiting one health advice document for completion then to be circulated and agreed as business as usual and auditing to be looked at to assess impact.	Process documents, SOP Improved timeliness and quality of advices	

Walsall APP Update
February 2023

Key	Not Yet started		In Progress	Delayed / at risk	Overdue	Complete	Embedded				
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Improve the timelines of EHC Plans and Reviews	APP 1.2.3	Refine and improve processes request for advices from social care to ensure that requests are going to the right person first time and the development of a standard operating protocol (SOP)	have their assessments completed within statutory timescales, with input from relevant professionals. They will be able to follow the progress of their assessments and contribute directly to their assessments and plans via the EHC Hub.	Head of Help, Protection and Support	Agreed the new processes and begun to implement them	Mar-23	In Progress	Work is ongoing with social care to refine and develop processes	Meeting to take place in February to discuss processes	Process documents, SOP Improved timeliness and quality of advices	
	APP 1.2.4	Review data and existing processes within the EHC team to identify bottlenecks.	have their assessments completed within statutory timescales, with input from relevant professionals. They will be able to follow the progress of their assessments and contribute directly to their assessments and plans via the EHC Hub.	Performance Team and Head of SEND	Have comprehensively identified where all bottle necks exist and have begun to identify solutions to streamline processes.	Jan-23	Complete	Initial analysis has been completed and bottlenecks identified. This analysis is being used in the refinement and development of improved processes and will be updated on an ongoing basis.	To refresh analysis to identify improvements	Analysis document	
	APP 1.2.5	Re-establish the Partnership Operational Group to oversee operational processes, unblock issues that impact on timeliness and monitor quality of plans.	Have their assessments completed and EHC plans finalised within statutory timescales to ensure that children and young people can receive timely provision based on their needs.	Designated Clinical Officer	Have re-established the partnership group and agreed membership, terms of reference and priorities for the first 12 months.	Mar-23	In Progress	Dates for partnership operation group and invite list circulated.	TOR and priorities to be agreed.		
	APP 1.2.6	Develop and implement clear guidance which outlines thresholds and expectations for SENCOs who are requesting assessments.	receive all appropriate support from their SENCO with appropriately managed expectations and be assured that any request for an EHC assessment is appropriate and contains the relevant information for the assessment to progress.	Head of SEND	Written and shared the guidance with SENCOs and supported its implementation through training and communication.	Dec-22	Complete	SENCO pathway booklet and guidance has been written and sent to schools. Communication of guidance through schools bulletin, SENCO mail and virtual head teachers session. Guidance also sent out about how to use the Hub for assessments and reviews. Planned to discuss and support implementation through SENCo networks during the year.	oversee training plan and ensure covered as planned through senco networks	SENCo EHC Pathways booklets and guidance. Using the Hub guidance booklet . Training Plan.	

Walsall APP Update
February 2023

Key	Not Yet started		In Progress	Delayed / at risk	Overdue	Complete	Embedded				
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 1.2.7	Develop and strengthen planning and review arrangements for children and young people who are moving towards transition points (including transitions into area)	Receive appropriate support and planning for when they are moving towards key transition points.	Head of SEND	Have fully reviewed and identified gaps in current transition processes and begun to develop redefined pathways.	Aug-23	In Progress	New online portal created for parents to apply for placed 12 months in advance of transition. SENCOs working group looking at F4 process and how to improve	Working group for F4s March 2023	Transition Pathway	
	APP 1.2.8	Develop, strengthen, and embed new annual review processes to ensure that all children receive their reviews in a timely manner and that all EHCPs are on the new plan template.	Have up to date EHCPs which are reviewed in statutory timescales and meet changing needs as children and young people grow.	Head of SEND	Published guidance on the revised processes, delivered training and awareness to SENCOs and implemented monitoring at school level.	Aug-23	In Progress	Working group of SENCOs now meeting regularly. Themes are looking at paperwork and ease of systems. Whole area SENCO event planned for May. Interim inclusion officer starting in March 2023 to develop offer to schools.	Training for schools on AR processes	Annual review paperwork, guide to using Hub for annual reviews, new plan template, EHC plan training guides,	
	APP 1.3.1	Develop plan templates that reflect personalisation and capture the voice of children, young people, and parents. Parents have been involved in designing new templates.	Have high quality plans that accurately reflect the needs of individual children and young people, capturing their voice and clearly set out what support the children and young people will receive.	Head of SEND	Designed and implemented new plan templates in co-production with parents and carers.	Dec-22	Complete	New EHC plan template been codesigned with parents. Training guides completed and used within team. Front cover now designed by children from Walsall from a competition		new plan template, EHC plan training guides,	
	APP 1.3.2	Implement regular and ongoing training for staff and robust guides and manuals to ensure that staff understand what a good quality EHC plan looks like and how they should involve children, young people, and parents in the development of their plans.	Tell us that they have been listened to, included in the assessment process, and receive consistently high-quality plans which meet set standards and the needs of children and young people.	Head of SEND	Written guidance and disseminated it to all staff. Established a regular schedule of training through team meetings and dedicated training sessions.	Apr-23	Complete	Training and induction area set up on teams. Induction Plan and training agenda completed for 2023. Schedule of weekly meetings and training set up across all team.	Completed - BAU ongoing training now	Training records, annual training plan, induction plan, IPSEA and NASEN training agreed for all staff, Designated area on Teams for induction and trianing support and resources	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Improve the quality of EHC assessments, plans and annual reviews	APP 1.3.3	Implement regular and ongoing training for staff and robust guides and manuals to ensure that staff understand what good quality advices look like.	Tell us that they have been listened to, included in the assessment process, and receive consistently high-quality plans which meet set standards and the needs of children and young people.	Head of SEND Designated Clinical Officer Head of Help, Protection and Support With EPs and Therapy Leads	Written guidance and disseminated it to all staff. Established a regular schedule of training and awareness sessions.	Apr-23	In Progress	Contributions guidance completed and disseminated to social care and health. Development days building on this. Health have set up robust pathway to ensure quality advices and sent. Training plan being developed for all colleagues. Looking at possible online modules to buy into council. Health team completing CDC EHCP training.	DCO to delivery training on writing health advice and legalities at Paediatric clinical operational group on 21st March	Health Care gateway Overview , trainign plan, Advices guidance booklet	
	APP 1.3.4	Implement a robust quality assurance framework including regular multi-agency dip sampling and single agency audits for plans, advice quality and reviews.	Be assured through published learning and the receipt of high-quality plans and reviews that we are continually improving the quality of assessments and plans that meet the needs of children and young people.	Head of SEND Designated Clinical Officer Head of Help, Protection and Support With input from SENCOs, EPs and Therapy Leads	Have an agreed quality assurance framework with partners and begun to implement regular dip samples and audits.	Apr-23	In Progress	EHC quality assurance framework in development of four areas Once completed groups can start. Parent quality group to give feedback to plans.	Completion of QA Framework. Protected time for QA groups to meet	QA Framework , audit reports	
	APP 1.3.5	Establish a panel which includes SENCOs to review requests for assessments that are refused, to inform further training around requesting EHC assessments.	be better supported by SENCOs to understand the EHC assessment process and whether any request for an EHC assessment is appropriate.	Head of SEND	Identified SENCOs to be part of the panel, developed a terms of reference and booked in a regular programme of panel meetings and begun to meet.	Dec-22	Some delay but In Progress	SENCOs now working with LA to explore decision making and training to be part of decision making group commenced in February 2023. Panel to be operational by April 2023.	Meeting to proceed 24th January	Decision making TOR , notes of meeting	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 1.3.6	Establish a multi-agency panel to meet prior to plan issue to agree funding and support levels and how this should be reflected in the EHC plan.	Receive EHC plans which clearly outline support which will meet their needs and have agreed funding in place.	Head of SEND Designated Clinical Officer Head of Help, Protection and Support	Identified professionals to be part of the panel, have an agreed terms of reference and booked in a regular programme of panel meetings.	Mar-23	In Progress	Health have developed very strong pathway - Health Gateway group meets weekly for referrals to professionals and triaging advice. Health QA all reports and are working towards using a One Health Form known as an APP C. This can be copied straight to plan as already QAd.	Work with Social care to develop similar response to requests and decisions and posisible use of weekly group to achieve this	Health Care gateway Overview, APP C	
Improve communication with parents, young people, and professionals	APP 1.4.1	Develop, implement, and establish a robust communication and engagement plan including updates on the Local Offer and half termly newsletters for parents, SENCOs, and other professionals.	Report that they feel informed about the SEND offer in Walsall and are aware of changes, developments, and available services.	Head of Performance, Improvement and Quality With comms leads from each organisation.	A communication and engagement plan that has been drafted with parents, carers and partners and have begun to develop an action plan to implement it.	Apr-23	In Progress	Research underway to identify good practice and successful comms strategies in other LAs	Draft plans for comms strategy to be circulated and co-production meeting to discuss with parents and carers to be arranged	Comms strategy	
	APP 1.4.2	Work with the local Parent Carer Forum and other parent groups to enable parents to feedback and be involved in the co-production of plan template and guides.	Report they have had their voices heard and been given the opportunity to be involved in co-producing service improvements.	Head of SEND Designated Clinical Officer Head of Help, Protection and Support	Have involved parents and carers in the development of new templates and guides and established mechanisms and processes for this to happen routinely.	Dec-22	Complete	New plan and training guides completed for schools and EHC team and co produced with parents		EHC Schools guide, EHC Training Guides and online induction area , new templates	
	APP 1.4.3	Develop links with children and young people’s groups to enable them to feedback and be involved in the co-production of guides and templates.	Report they have had their voices heard and been given the opportunity to be involved in co-producing service improvements.	Local Offer Co-ordinator	Have involved children and young people in the development of new templates and guides and established mechanisms and processes for this to happen routinely.	Apr-23	In Progress	4 children and young people attended the first young Persons Voice Group on 30/01/23.	Next YP session organised for 01/03/23	TOR, Minutes / Actions from meeting, You Said, We Did	
The poor quality of the local offer, which does not meet the requirements of the code of practice											

Walsall APP Update
February 2023

Key		Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded				
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 2.1.1	Establish a Local Offer steering group with representation from the five key partners across the Local Area (PCF, SENDIASS, Schools, Health, Local Authority), to drive the development of the Local Offer.	Report that they feel that the local offer is easy to use and contains relevant and up to date information and is meeting their needs.	Local Offer Co-ordinator	Have identified people to members of the steering group, met at least once and have an agreed terms of reference.	Dec-22	Complete	Members have been identified, terms of reference written. First Local Offer steering group held on 07/021/22. Action plan created and distributed to all attendees. Second Steering Group meeting held on 01/02/23. Action Plan updated.	Next Steering Group meeting 17/03/23	Terms of reference Minutes /action log from meeting You Said / We Did	
	APP 2.1.2	Increase the opportunities for parents and carers to co-produce improvements and developments to SEND processes and services through engagement at parent carer group meetings and co-production events.	Report that they feel that their voices have been heard and that they have had the opportunity to influence and be involved in service development.	Local Offer Co-ordinator	Begun to regularly attend parents' groups and other events which provide an opportunity to engage. Planned and delivered a series of engagement events.	Apr-23	In Progress	4 Coproduction /consultation events held in October for parent carers to bring ideas for the Local Offer. Feedback sent to parents and follow up sessions planned for February 23. Parent working Group established and meeting every 4 weeks. Session to discuss LO landing page on 13/01/23. Second round of coproduction events held w/c 13/02/23. Over 20 parents attended.	Feedback from coproduction events to be collated and distributed to attendees and added to the Local Offer..	Write up from events Feedback from attendees You Said, We Did	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Increase Co-producti on with parents, carers, children, and young people in relation to the Local Offer	APP 2.1.3	Establish a children and young people’s group to extend their opportunities to share their views and engage in co-production.	Report that they feel that their voices have been heard and that they have had the opportunity to influence and be involved in service development.	Local Offer Co-ordinator	Established a group (or groups) for children and young people to provide feedback and enable opportunities to be involved in co-production.	Apr-23	In Progress	4 children and young people attended the first young Persons Voice Group on 30/01/23. Discussions around name of group - will be agreed with a vote.	Second YP session planned for 01/03/23 at My Place Youth centre. Flyers to be created for further promotions.	TOR, Minutes / Actions from meeting, You Said, We Did	
	APP 2.1.4	Develop and implement a robust communication and engagement strategy to ensure that parents, carers, children, young people, and professionals are aware of the local offer and can access feedback about improvements including ‘You Said, We Did’ and other survey results.	Report that they know where to go for information about SEND services in Walsall and that they are informed about changes and developments.	Head of Performance, Improvement and Quality With comms leads from each organisation.	A communication and engagement strategy that has been drafted with parents, carers and partners and have begun to implement it.	Apr-23	In Progress	Research underway to identify good practice and successful comms strategies in other LAs	Draft plans for comms strategy to be circulated and co-production meeting to discuss with parents and carers to be arranged	Comms strategy	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 2.1.5	Ensure the Local Offer is accessible to people from diverse, multi-cultural backgrounds and hard to reach groups, including those that do not have access to digital means.	Report that they know where to go for information about SEND services and can access the information that is published on the local offer.	Local Offer Co-ordinator	Have begun to identify how the local offer can be made accessible for people from multi-cultural backgrounds and hard to reach groups, including those that do not have access to digital means, through conversations with parents from different communities and research of other local offers.	Sep-23	In Progress	Connections made within partners (schools, voluntary community sector) within Diverse areas of Walsall with conversations around access to the Local Offer. There is now a 'Translate' button at the top of the Local Offer which allows users to select the language that they wish to change the text into. Connections made within South Locality settings - recruitment of parent from multi-cultural background for parent working group to help build relationships.	Continue to build on relationships within different communities including attending mosque to discuss the Local Offer and coproduction. Promotion of the Local Offer within libraries Digital Inequalities/Black Country Connected Programme (BCCP) promotions Discussion with corporate comms team around Local Offer social media	Local Offer is up to date Improved hit rates Feedback from parents and carers	
	APP 2.2.1	Redevelop the webpages for the Local Offer, in co-production with parents and carers, to ensure that they are user friendly and easy to navigate and that all links work correctly.	Report that they can find and access the information they need in relation to SEND support and services in an easy to navigate and understand format.	Head of Performance, Improvement and Quality With corporate web team	Identified resources for developing the webpages and begun to implement a robust and accelerated project plan.	Aug-23	In Progress	Discussions are ongoing to confirm where the web pages for the Local Offer will sit. It is likely to be part of the web development for the Family Hubs and work is ongoing with the lead for FH website to ensure SEND LO requirements are included	Confirm route through which web platform will be developed.	Local Offer is up to date Improved hit rates Feedback from parents and carers	

Walsall APP Update
February 2023

Key	Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded					
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
Improve the look, content, and navigation of the Local Offer website	APP 2.2.2	Update current information on the Local Offer to ensure that information is correct and that it meets the requirements set out in the code of practice including information about key therapeutic services such as OT and SALT	Report that they can find and access current and correct information about SEND Services in Walsall	Local Offer Co-ordinator with identified leads from partner organisations	Removed any out-of-date information and checked and updated existing information to ensure that it is accurate. Updated our gap analysis of required local offer information as per the code of practice.	Dec-22	In Progress	Out of date information has been removed from the Local Offer. New and updated information continues to be added, with an expectation that the Steering Group members will identify roles. Rewrite of Local Offer webpages agreed with corporate web team in connection with the SEND code of practice. RACI completed and focus group members identified. First focus group to be held on 03/03/23 around EHCP. Communication around this sent to members including parents and partners.	Ongoing development and updating taking place via the Local Offer Steering Group. Next focus group to be held on 08/03/23 around Education and Learning. Invite sent to group members including parents and partners.	Local Offer is up to date Improved hit rates Feedback from parents and carers	

Walsall APP Update
February 2023

Key		Not Yet started	In Progress	Delayed / at risk	Overdue	Complete	Embedded				
Project Title	Ref	During the next 12 months we will....	Our children, young people and families will.....	Lead	After 3 months we will have....	By When	RAG	Update	Next Actions	Evidence of Impact	
	APP 2.2.3	Establish mechanisms for maintaining the Local Offer and keeping relevant information up to date and rationalise information sources, with clear expectations in place for local partners about their role in maintaining information.	Report that they can find and access current and correct information about SEND Services in Walsall	Local Offer Co-ordinator with identified leads from partner organisations	Established a list of contacts who are responsible for updating information on the Local Offer and begun to develop processes to ensure information is maintained.	Apr-23	In Progress	Connections made within health, education and the voluntary sector including parent carer support groups. The steering group actions established initial discussions around the expectations for partner responsibilities including working with SENDIASS around keeping information up to date collaboratively. Steering group roles responsibilities identified. Members agreed to use steering group meetings as tool for feedback and changes with a responsibility for members to update Local Offer coordinator of any changes.	Work to continue to progress through the Local Offer Steering Group Next steering group 17/03/23 Contact list of leads to be updated following focus groups Development of tool for monitoring changes	Local Offer is up to date Improved hit rates Feedback from parents and carers Steering Group minutes and actions	