

# Cabinet

## Dorset County Council



Date of Meeting	18 October 2017				
<u>Cabinet Member</u> Cllr Deborah Croney – Cabinet Member for Economy, Education, Learning and Skills <u>Local Members</u> All <u>Lead Director</u> Nick Jarman – Interim Director for Children’s Services (Authoring Director - Sara Tough, Corporate Director for Children, Adults and Communities)					
<b>Subject of Report</b>	<b>Contingency Application for Special Educational Needs and Disability Improvement Plan</b>				
Executive Summary	This report provides the rationale to request contingency funding for a three year improvement drive in order to address the significant human and financial resource issues currently within the Special Education Needs and Disability Services for children and young people.				
Impact Assessment:	Equalities Impact Assessment: Not Applicable				
	Use of Evidence: Ofsted/CQC Dorset Local Area Inspection January 2017				
	Total Budget (£):				
		<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>Total</b>
	Current funding	1,109,100	632,500	638,800	2,380,400
Require expenditure	1,502,300	1,086,500	1,016,600	3,605,400	
SEND Reform Grant	(300,000)	-	-	(300,000)	
Additional funding required	<b>93,200</b>	<b>454,000</b>	<b>377,800</b>	<b>925,000</b>	
	The additional funding required is the balancing figure i.e. the difference between expenditure and other funding available.				

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	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council's approved risk management methodology, the level of risk has been identified as:</p> <p>Current Risk: HIGH</p> <p>Residual Risk: LOW</p> <p>There are currently reputational, financial, strategic and service criticality risks to the service.</p>
	<p>Other Implications: Failure to issue EHCPs on time can lead to children and young people being without appropriate educational provision or without appropriate support to transfer to adult care placements.</p>
<p>Recommendation</p>	<p>That cabinet note the information in the report, the additional staff capacity that is required to address these complex issues and to agree the necessary contingency funds to turn the situation around.</p>
<p>Reason for Recommendation</p>	<p>The issues raised in the Ofsted/CQC SEND Local Area inspection report cannot be resolved without significant additional funding. The consequences of not meeting demand effectively would impact upon significant numbers of young Dorset residents and would damage the reputation of the Council significantly.</p>
<p>Appendices</p>	<ol style="list-style-type: none"> <li>1. Financial breakdown</li> <li>2. Graph showing EHCP numbers and level of demand</li> </ol>
<p>Background Papers</p>	<ol style="list-style-type: none"> <li>1. Ofsted CQC local area inspection letter</li> <li>2. SEND Code of Practice January 2015</li> <li>3. Children and Families Act 2014</li> <li>4. Dorset's SEND Written Statement of Action July 2017</li> </ol>
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## 1. BACKGROUND

- 1.1 During the period 23<sup>rd</sup> to 27<sup>th</sup> January, the Office of Standards in Education (OfSTED) and the Care Quality Commission (CQC) conducted a joint inspection of the local area of Dorset. The purpose was to judge the effectiveness of the implementation of the special educational needs and disability reforms as set out in the Children and Families Act 2014. As a result, the inspectors produced a letter summarising the findings of the joint inspection.
- 1.2 Although the inspection identified many strengths, there were four main aspects in which significant weaknesses in local practice were identified. The local area was instructed to produce and submit a Written Statement of Action to Ofsted that explained how the following significant weaknesses would be addressed:
- Weaknesses in strategic planning with health and social care, which included the need for clear monitoring and evaluation arrangements to ensure that leaders are held to account for improving children and young people's outcomes;
  - Low conversion rates from old-style statements of Special Educational Need (SEN) to new Education Health and Care Plans (EHCPs) and lack of timely completions of these plans with appropriate and personalised outcomes within 20 weeks;
  - A significant proportion of parents described their concerns at the extent of the delays, the lack of support, communication, transparency and involvement at a strategic and individual level;
  - Weaknesses in monitoring and quality assurance procedures to challenge and support provision and improve outcomes for children and young people.
- 1.3 The Written Statement of Action was produced, setting out how each of these aspects can be addressed, and it was deemed fit for purpose by Ofsted in July 2017 and is now published on the Dorset For You website. It sets out the priorities and actions that need to be undertaken to make the experience of children and young people with Special Educational Needs or Disabilities (SEND) and their families a good one in relation to the services we and other agencies provide.
- 1.4 Dorset is already working on a new joint agency SEND Strategy. The SEND Delivery Group comprising representatives from health commissioners and providers, adults and children's social care, pre and post 16 education providers, parents/carers and young people's groups has been formed and has started to meet. Its role is to plan, deliver and monitor joint improvement work at pace and effectively. The Schools' Forum, the statutory partnership of heads and governors overseeing the deployment of the Dedicated Schools Grant, and the Dorset Strategic Alliance, a sub-group of Dorset's statutory Health and Wellbeing Board, are already providing the governance for this group.
- 1.5 The weaknesses leading to the Written Statement of Action have largely come about due to three main factors:-
- The implementation of the Children and Families Act 2014 which changed SEN Statements to EHC Plans, extended local authorities' responsibilities for young people with SEND from 16 to 25, raised the awareness and expectations of parents/carers and schools and colleges and required greater personalisation of service delivery. The SEN Assessment Team was one of the highest performing in England with 96% of SEN statements produced within the 26-week time limit; it is now one of the lowest performing with just 11% of EHC plans produced within the new 20-week time limit.

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- This has hugely increased demand. The number of requests for new SEN assessments has more than doubled over three years; the number of SEN statements/EHC plans has increased by 26% over the same period, especially for the 18-25s. This is not just the pattern in Dorset but across England.
- Baseline budgets have not been significantly increased. On the one hand, the cost of SEND provision is largely met by the High Needs Block (HNB) of the Dedicated Schools Grant, deployed through the Schools' Forum. This has been increased by Government by just 4% over the last four years. In 2016/17, there was a £5.8 million overspend on this budget resulting in a net £4.1 million deficit carried through on DCC's accounts. On the other hand, the budgets for the SEND Assessment Team, the Education Psychology Service and most of SEND Travel are part of DCC's core revenue budget and have been subject to the same restrictions as all other budgets. The SEND Travel budget, which is of course directly affected by the increase in demand described above, overspent in 2016/17 by £2 million. Government has made available to local authorities an SEN Reform Grant which has decreased over time and is confirmed and identified very late in one financial year for the coming year. This has not proved to be enough resource to effect the radical changes required in a sustainable way and its late and uncertain deployment has led to difficulties in training and retaining staff.

1.6 As a result, following the outcome of the OfSTED inspection and the requirements placed on DCC and its partners under the Written Statement Of Action, in order for the areas of weakness to be addressed at pace, the SEND Services 0-25 require significant additional contingency resource. The following sections detail the four areas within the inspection report that require that resource.

## **2. THE TRANSITION FROM STATEMENTS OF SEN TO EDUCATION HEALTH AND CARE PLANS (EHCPs)**

- 2.1 By 1 April 2018, local authorities must have transferred all children and young people with statements of SEN who are eligible for an EHC plan, to the new SEND system. The Department for Education (DfE) has required the completion and return of transition plans by all local authorities.
- 2.2 The delivery of Dorset's transition plan is significantly delayed due to challenges early on in the process and delays in decision making about whether to transfer to an EHCP, in receiving advice/assessment from agencies and in up to date advice from the Educational Psychology Service (due to capacity issues). There has also been an unprecedented number of requests for EHCP assessments within the last year causing workload for the SEN team to become unmanageable. This has had a direct impact on the transition timescales regarding existing statements to plans, as the casework team have been unable to meet the demand of both. This has also caused the receipt of a significant number of complaints from parents and schools/settings that draft transfer plans have not been issued on time.

2.3 The current situation is:

There were a total of 1451 statements planned for transfer at the beginning of the process:
147 have had statements ceased or have moved out
483 have had an EHCP completed
528 are in the process of transfer to an EHCP (review meeting and/or draft stage - not yet completed)
293 transfer reviews are planned but not yet started

2.4 In order to meet the Transition deadline of end of March 2018, the process of transferring remaining SEN statements into finalised EHC plans is to be outsourced to agencies on contracts that commits them to completing these within the timeframe. The work and contract has been quality assured by both local authority officers and the Dorset Parent Carer Council.

**3. NEW EDUCATION HEALTH AND CARE PLANS (EHCP) Statutory Timelines**

3.1 In the 2015/16 school year, Dorset County Council received unprecedented numbers of requests for EHC assessments: 558 which was an increase of 134% on the 238 of the previous year. There are number of reasons for this rise including: the rise in age range within the new legislation to 25, the addition of Social, Emotional and Mental Health category of SEN, reduced capacity in the Educational Psychology teams and increased pressures on schools' budgets.

3.2 The increase in demand has had a direct impact on the ability of casework officers (known as SEN Planning Co-ordinators) to complete the assessments and plans with the 20 week statutory timescale. Current figures for September 2017 show only 6% of new EHCPs are meeting deadlines, and as new requests are showing little sign of a significant reduction in number, the timelines for finalising further EHCPs are also at risk of not meeting statutory timescales. The number of EHCPs continues to rise. In March 2015, there were 1472 EHCPs and this rose to 1597 by March 2016. By March 2017 there were 1832 and at the end of September 2017 there were 1970. Current data is predicting a similar trajectory for 2017/18 (see Appendix 2).

3.3 In order to meet the demand long term, the SEN Assessment Team need additional permanent staff not only to deliver to these timescales but also to ensure high quality and appropriate personalised outcomes for the children subject to the plan. Failure to issue EHCPs on time can lead to children and young people being without appropriate provision or, without appropriate support to transfer to adult care placements. The transition process needs high quality and timely EHCPs to ensure that all parties are aware of the young person's pathway and outcomes. Without this Dorset is left with limited options that can be costly to the public purse. Capacity for the SEN teams to attend Annual Reviews is also limited. It is believed that this impacts on further education choices for young people. In order to ensure that the SEND assessment and review team have the capacity to meet the statutory assessment timeframes, three additional full time permanent SEND Planning Co-ordinators are required. This would ensure an even distribution of caseloads to ensure volume of work is manageable and hence timescales are met. It would also create capacity to ensure decision making processes and outcomes are better quality assured, hence reducing the risk of approving EHCPs and attached financial resource, rather than considering the full range of less expensive alternatives. In order to ensure that this capacity build addresses the situation, we will put a robust

performance management parallel system in place to track, manage and predict future demand.

- 3.4 To manage effectively the delivery of the statutory timelines detailed in this report and to track/report on performance, a permanent SEND Operational Manager and temporary SEN Team Leader is required. The SEN Operational Manager will be deployed specifically to ensure that the statutory timescales and transfer deadlines are adhered to, annual review monitoring and attendance duties are met, decision making processes are tight and that customer service is improved. The current SEN Team Manager can then focus on driving the delivery of other SEND Improvement priority outcomes that are set out in the SEND Written Statement of Action. The temporary Team Leader will support the delivery of project work for a fixed term period.
- 3.5 To provide effective permanent administrative support to the whole expanded SEND team, four permanent business support administrative assistants are also required.

#### **4. PARTICIPATION AND ENGAGEMENT**

- 4.1 Parents are dissatisfied with the local area's arrangements for assessment and planning to meet their child's needs. In particular, the failure over time to meet statutory timescales for assessments and completion of EHC plans has now resulted in higher levels of registration of appeals to first tier tribunal. Many appeals have been settled with parents in recognition of the delays; however, there continue to be a high level of complaints due to the continued delays in meeting timescales. There is no designated officer within the SEN team to manage these complaints or to respond to this, causing significant stress for the managers, who are currently tasked with this additional workload.
- 4.2 In order to provide dedicated resource to manage SEND complaints work, to improve customer care and to free up operational managers to focus on the effective co-ordination of statutory assessment and review work, a full time SEND Quality Assurance and Complaints Officer post is required within the team for this purpose. This officer will be line managed by the Corporate Complaints Manager so as to support the team to manage the demand effectively. This post holder would not only ensure better quality assurance regarding response times to complaints, but also this officer would be tasked as a mediator to support parents and settings and to consider alternatives/solutions with partners, so as to prevent more costly escalation through the complaints and tribunals process.
- 4.3 Parents are concerned with the lack of communication and transparency regarding support for their children's needs from the local authority and what the 'local offer' is regarding SEND provision and advice in Dorset. The SEND Code of Practice (2014) states that every local authority must produce a 'Local Offer'; webpages for parents and families that describe the full range of provision for every child and young person in Dorset. Dorset's 'Local Offer' is a website that sits within the Dorset For You website and was completed in its present form in November 2016 (after two years of work). It is currently populated by members of the Dorset Children's Services Directory which is a separate directory for all services for children. It does not have its own administrator and this has caused particular difficulties as the work has been completed by various officers within the SEND Services in addition to their substantive duties. The Local Area Inspection identified that although the site met the standards in terms of content, few parents had heard of the local offer or saw it as the key source for SEN information. This 'one stop' information base should be recognised as the main resource for parents and should be kept up to date. These webpages are instrumental in giving information and confidence to parents regarding

what provision and support is in place in Dorset for children and young people with SEND. By helping parents to consider and understand all available local mainstream and specialist provision it should make explicit the expectations on schools and settings regarding good quality provision for SEND. Having high quality information online that is instantly accessible for parents can then restore the confidence of parents to trust that local provision can meet their child's needs, rather than feel the need to apply for statutory assessment and a EHC Plan. The significant administration of these webpages and associated communication/marketing with parents and settings is under-resourced in Dorset. Therefore, a fixed term part time administrative officer is required to deliver this work.

- 4.4 The Local Area Inspection letter pointed out that an area of significant weakness is the involvement of parents at a strategic level. Although the Chair and Vice Chair of the Dorset Parent Carer Council represent parents' views and are present on multiple forums, there is no assigned officer to drive forward the Participation and Engagement agenda. Parents have voiced a need to feel more involved in decision making around SEND at a local level and these include parents of children and young people who may be identified as having SEN but not requiring statutory plans (the 'SEN Support' stage of the code of practice). It is proposed that a new Participation and Engagement Development Manager post is formed to push this work forward. An identified officer with the skills and experience to carry out this work should be seconded to do this work at pace.
- 4.5 We are currently not meeting our statutory requirements to provide advocacy to young people who are having a transition assessment (to adult services). The Care Act and SEND code of practice clearly states that young people undergoing transition assessments must have access to independent advocacy. In addition, the SEND code of practice states that young people should also have access to advocacy where necessary. The current advocacy contract does not include advocacy under these two criteria. Similarly, the Ofsted inspection 2017, highlighted that Dorset cannot demonstrate that the voice, wishes and feelings of the child are captured. The current contract for advocacy expired at the end of September 2017 and we have undertaken a full tendering process to deliver advocacy from 1 October 2017. We need to strengthen the existing service specification to include advocacy to children who have a special education need and/or disability. Adult advocacy services have recently been retendered and although they include the above group within the service specification, advocacy can only be provided on a spot purchase basis through the DSG budget, in addition to the existing contract value. We need to include the above group within the children's services advocacy contract as we can ensure the new provider has the relevant skills to support this group' as well as ensuring the provider proactively promotes and raises awareness of the service to this cohort. It is recognised that it would be more cost effective to have this service as part of the main contract. However, additional resources will be required.

## **5. IMPROVEMENT OF MONITORING AND QUALITY ASSURANCE PROCEDURES TO CHALLENGE AND SUPPORT PROVISION**

- 5.1 Work with commissioning teams on ensuring good performance from our schools in the independent and non-maintained sector is expected to ensure better outcomes, and ensure that any cost increases are reasonable. There is a need to map the market, understand the SEND provision available, the fee bands, when additional charges would apply and to ensure the individual placement contracts are in line with the child's referral/plan. This also requires that any changes in support required is identified at review and contract variations implemented. The other main element that needs focus will be provider performance monitoring and working together with case-holders and team managers to hold the providers to account for performance and

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value for money.

- 5.2 To improve our situation with regard to brokerage/sourcing, market development and to review current high cost placements/provider effectiveness it is proposed that two fixed term Assistant Contract Officers are appointed for one year. The cost and quality of independent specialist placements requires focused human resource in order to drive down unnecessary costs that are pulling on the high needs block, adding to the overspend.
- 5.3 In order to achieve this, there is a need to improve the quality of data to enable regular review of performance and progress towards outcomes. There is also a need to improve the accuracy of financial data to enable regular review of the budget position and improve forecasting year on year. Current data systems and financial processes are arduous and unreliable as there are no dedicated staff within the SEN assessment team to deliver this. Therefore, to improve the accuracy of data including financial data, a data and finance system administrator should be appointed to improve data and the capacity to analyse spend of the High Needs Block. This post would work closely with the central finance team so as to ensure an element of scrutiny and challenge, as well as to ensure that the SEN team populates the database in a timely and accurate way. This officer would also provide regular financial performance/monitoring reports to the leadership team to ensure that demand, outturn and ultimately reduction in costs is achieved.
- 5.4 Arrangements for Speech and Language Therapy have had to change due to a CCG commissioning decision. Previously the CCG included in their commissioning packages delivery that was the responsibility of the local authority. This has now changed. The result is that we need to ensure as part of our overall improvement plan for SEND we continue to enhance the offer to special schools and SEND learners around their SALT needs. We need to get to a position where we are able to draw up a new specification of the SALT needs for this cohort and it is necessary to temporarily cover the gap that the CCGH decision has left in this important budget. The intention is to evaluate need, develop a specification for delivery of a new contract for our overall package of SALT, for which we are responsible, in 2018. This will also identify the opportunities to impact on the position of the high needs block of the DSG. This request is for one off funding to maintain the current service while due process is undertaken to re-commission in 2018.

## 6. ACTIONS, COSTS AND OUTCOMES

<b>Committee Report Paragraph reference number</b>	<b>SEND Improvement Plan Action</b>	<b>Financial year/s</b>	<b>Total additional funding required in £</b>	<b>Outcome as a result of additional resource</b>
2.0	Contract agency and temporary review officers to co-ordinate and attend transfer review meetings and complete the drafting stage of EHCPs as part of the transfer of SEN statements to EHC Plans	2017-18	61,200 33,600 47,600	Appropriate transfer of 821 statements to plans completed within statutory timescale of March 2018.



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3.0	Appoint three additional permanent SEND Planning Co-ordinators to address capacity issues due to unprecedented increase in demand for statutory assessment/EHCPs	2017-18 2018-19 2019-20	279,200	All EHC Assessments completed and Plans issued within the 20 week statutory timescale.
3.0	Appoint one SEND Manager to oversee all operational statutory work of the SEND assessment and review team.	2017-18 2018-19 2019-20	169,000	Statutory timescales are met. SEND systems and processes are robust, timely and performance measured. Substantive SEND Team Manager released to properly project manage the SEND Improvement work.
3.4	Appoint one temporary team leader to lead on SEND project delivery work	2017-18	16,500	To keep priority actions within SEN Improvement plan delivered at pace.
3.5	Increase permanent capacity of SEND business support team to improve whole system.	2017-18 2018-19 2019-20	242,700  16,800	Effective delivery of business support, communication, customer service, data systems.
4.2	Appoint one permanent full time Complaints Officer and administrative support (one year only)	2017-18 2018-19 2019-20	109,900  6,800	Complaints regarding SEND are successfully managed and responded to, appeals effectively challenged and training to SEND team delivered. Effective management of complaints prevents escalation of complaints to demanding plans,

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				further costs, and appeals.
4.3	Appoint one part time fixed term SEND Communication Support Assistant to spend one year populating, reviewing and marketing Dorset's Local Offer Webpages	2017-18 2018-19	11,200	Dorset's Local Offer is the main source of information regarding SEND for parents, is up to date and administered effectively. Parents have confidence that information about local provision can satisfy needs without the need to turn to expensive independent specialist provision.
4.3	Appoint one permanent Participation and Engagement Development Manager	2017-18 2018-19 2019-20	176,000	Parents are involved at a strategic and individual level and have confidence in the local authority to deliver on time and with good outcomes for children. Pupils are engaged in planning for their provision at every level and feel in control of their futures.
4.5	To strengthen our commitment to provide advocacy for children and young people with SEND as part of the main advocacy contract.	2017-18	25,000	Advocacy provider promotes and raises awareness of CYP rights. Provider has relevant skills to meet the needs of children and young people with SEND.
5.2	Appoint two fixed term assistant contract officers for one year to carry out	2017-18 2018-19	40,700	High needs cost for specialist placements are reduced.

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	brokerage, sourcing, market development around specialist placement for children and young people with SEND. Review of current high cost placements, monitor providers' effectiveness – evidencing value for money.			Effective quality assurance processes in place regarding contracts for specialist placement and provision.
5.3	Appoint one Data Systems/Finance Officer to maintain and improve data systems and give capacity to analyse spend	2017-18 2018-19 2019-20	67,800	Effective data systems in place and effective analysis of spend to High Needs Block and so to predict/curtail prevent unnecessary spend.
5.4	Speech and Language Therapy provision	2017-18	165,500	Arrangements for Speech and Language Therapy have had to change due to a CCG commissioning decision.

### 7. RISKS TO BE MITIGATED THROUGH THIS INVESTMENT

- Further intervention by OfSTED due to statutory Written Statement of Action not being actioned leading to removal of SEND function by Government, but with DCC required to fund.
- Continued appeals and complaints by parents leading to requirement for additional officer capacity to improve processes further.
- Poor process handling due to lack of capacity to meet increased volumes of work leading to inability to make low cost placements due to SEND Tribunal findings – will result in additional cost to High Need Block. Placement costs could potentially be doubled.
- Poor engagement with schools due to lack of capacity reducing ability to ensure children with SEND have these met in mainstream with support at significantly lower cost to the High Needs Block.
- Continued high levels of requests for EHCPs leading to further additional work volumes for the SEND Assessment team and the Education Psychology Service and increased and sustained pressure on DCC's staffing and SEND travel budgets.
- Further additional costs to the already overspending HNB increasing the £4 million liability linked to the Dedicated Schools Grant already held within DCC's accounts at a time when Government are planning to restrict the ability of local authorities to transfer DSG funds into or out of the High Need Block.

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- Continued significant reputational damage to DCC if seen not to be fulfilling the published WSOA and rectifying the weaknesses identified in the OfSTED inspection.
- Continued poor process experiences and learning outcomes for some of the most vulnerable and disadvantaged children in Dorset.
- Continued high stress and sickness levels amongst SEN Assessment staff, putting further pressure on the function and acting as a disincentive to retention and recruitment.

### Lead Director

Nick Jarman

**Interim Director for Children's Services**

### Authoring Director

Sara Tough

**Corporate Director for Children, Adults and Communities**

**October 2017**

# Contingency Application for Special Educational Needs and Disability Improvement Plan

Contingency Application for Special Educational Needs and Disability Improvement Plan

Appendix 1

## Additional funding requirement to support SEN D services

As at 5/10/17

NOTE	INCOME	Permanent / Temporary	Number (Based on 2016-17 or request)	Year end			TOTAL (£)
				2017/18 (£)	2018/19 (£)	2019/20 (£)	
1	SEN Team base budget required (staff costs only)			(644,800)	(632,500)	(638,800)	(1,916,100)
<b>TOTAL BASE BUDGET AVAILABLE</b>				<b>(644,800)</b>	<b>(632,500)</b>	<b>(638,800)</b>	<b>(1,916,100)</b>
2	SEND Reform Grant:						
	Balance b/fwd			(194,900)	-	-	(194,900)
	2017-18 new funds			(269,400)	-	-	(269,400)
	SEND reform grant - b/fwd			(300,000)	-	-	(300,000)
<b>TOTAL SEND REFORM GRANT FUNDING AVAILABLE</b>				<b>(764,300)</b>	<b>-</b>	<b>-</b>	<b>(764,300)</b>
<b>TOTAL INCOME</b>				<b>(1,409,100)</b>	<b>(632,500)</b>	<b>(638,800)</b>	<b>(2,680,400)</b>

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### EXPENDITURE

3	Current establishment - Excluding temporary posts		15.99	644,800	632,500	638,800	1,916,100
4	Current establishment - Temporary Posts:						
	SEN Assistant Manager & Team Leader		2	28,600	48,200	-	76,800
5.a	SEN Planning Review Officers		4	48,000	-	-	48,000
5.b	Administrative Assistants		3.98	95,000	-	-	95,000
<b>TOTAL CURRENT ESTABLISHMENT EXPENDITURE</b>			<b>25.97</b>	<b>816,400</b>	<b>680,700</b>	<b>638,800</b>	<b>2,135,900</b>
5	Additional positions (estimated cost if unknown):						
	SEN Operational Manager	P	1	48,000	59,700	61,300	169,000
	Participation & Engagement Manager	P	1	57,400	59,000	59,600	176,000
	SEN Team Leader	T	1	16,500	-	-	16,500
	Complaints Officer	P	1	31,100	38,800	40,000	109,900
	SEN Planning Co-ordinator	P	3	82,300	96,300	100,600	279,200
5.a	SEN Planning Review Officer	T	1	33,600	-	-	33,600
	Assistant Contracts Officer	T	2	35,000	5,700	-	40,700

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	SEN Review Officers	T	2	23,700	23,900	-	47,600
	Synergy System Administrator	P	1	19,800	23,900	24,100	67,800
5.b	Business Support / Administrative Assistant	P	4	70,600	85,600	86,500	242,700
	Additional admin support (10 hours)	P	1	5,500	5,600	5,700	16,800
	SEND Communication Assistant	T	1	5,600	5,600	-	11,200
<b>TOTAL ADDITIONAL POSTITIONS</b>			<b>19</b>	<b>429,100</b>	<b>404,100</b>	<b>377,800</b>	<b>1,211,000</b>
6	Project expenditure:						
6.a	Contract for transfer reviews	T		61,200	-	-	61,200
	Cost for strengthening Advocacy Service	T		25,000	-	-	25,000
	Complaints administration support	T		5,100	1,700	-	6,800
	Speech and Language Therapy Provision	T		165,500	-	-	165,500
<b>TOTAL PROJECT EXPENDITURE</b>				<b>256,800</b>	<b>1,700</b>	<b>-</b>	<b>258,500</b>
<b>TOTAL EXPENDITURE</b>				<b>1,502,300</b>	<b>1,086,500</b>	<b>1,016,600</b>	<b>3,605,400</b>
<b>TOTAL FUNDING REQUIRED</b>				<b>93,200</b>	<b>454,000</b>	<b>377,800</b>	<b>925,000</b>



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### NOTES

- 1 Base funding for 2017-18 and 2018-19(est) calculated after discussions with the SEN Team Leader (November 2016).  
2019-20 base upon 2018-19 with a 1% uplift.  
2018-19 and 2019-20 budgets to be revisited during October 2018.
  - 2 Balance b/fwd. is an estimate. Will be finalised once 2016-17 has been closed.  
Assumption there will be no additional new burden after 31/3/2018.
  - 3 Changes between the year reflect the discussions held with the SEN Team Leader in November 2016. Two posts revert to their substantive positions. A 1% increase has been assumed for 2019-20.  
Includes on-costs (NI, Pension) at 31%
  - 4 Temporary posts for one year only (starting mid financial year if currently not filled, or stated start and end dates if known).
  - 5 Additional posts based upon requirement identified by SEN D Senior Manager (March 2017).  
Assumption full time (Except Communication post and Administrative Personnel at 35 hours), starting mid-grade with 1% uplift each year. 31% on-costs included.  
Fixed term positions finish 31 May 2018.
- 5.a Planning Review Officers (PRO)
- At the start of the year £116k was allocated for these posts. However there have been a series of staff movements.
- At 31 August, there will only be one PRO (budget also remains for a post holder to return to her PRO substantive post in January 2018).  
An agency PRO will be appointed for six months @  
£33.6k
- 5.b Administrative support for the SEN D area
- The SEN Team will pay a £157k administrative recharge in 2017-18 (not included in the workings).

## Contingency Application for Special Educational Needs and Disability Improvement Plan

This is for 3.52FTE Administrative personnel.

### **2017-18**

3.52 FTE Funded from the internal administrative recharge. These are permanent positions.

3.98 FTE Funded from the SEN D Reform grant

4 FTE Funded from additional funds

11.5 FTE Total Administrative personnel.

### **2018-19 onwards**

3.52 FTE Funded from the internal administrative recharge. These are permanent positions.

4 FTE Funded from additional funds

7.52 FTE Total Administrative personnel.

- 6 Projects based upon requirement identified by SEN D Senior Manager (March 2017) and updated when changes requested.
- 6.a Contracting out the transfer reviews estimated completion date 31 May 2018

# Contingency Application for Special Educational Needs and Disability Improvement Plan

## Appendix 2

