

Appendix A

Review of Disabled Children's Services Central Bedfordshire Council (CBC) 2011

PROPOSED REVIEW FRAMEWORK

1. Introduction

- 1.1 An independent review of services for Children with Disabilities is set out in this framework. This will include social care, residential provision, health and education provision for disabled children, young people their parents and carers living in Central Bedfordshire. It will identify areas of good practice, areas for improvement and will take into account the proposals in the Green Paper March 2011 – Support and Aspiration: A new approach to Special Educational Needs and Disability.

2. Aims

- 2.1 The aims of the review are to determine what is working well and to make recommendations for change to ensure that:
- Disabled children and young people aged 0 – 25 years, and their families living in Central Bedfordshire receive sufficient high quality coordinated services across, social care, health and education both now and in the future.
 - Services are delivered in such a way as to provide good value for money for the Council and its residents that are accessible and equitable across the authority.
 - A joint strategic approach and vision is developed across agencies to ensure systems, structures and planning is integrated to prevent duplication of services.
 - Decision making takes into account budgetary positions set against the challenges of managing needs led budgets.
 - Residential and all short break provision is fit for purpose.
 - Parents, carers and young people are fully involved.
 - That following the review the Lead Member for Children's Services, i.e. Executive Member, will feel confident to sign the local authority Disabled Children's Charter. The criteria for which are attached at Appendix 1.

3. Scope

- 3.1 The review will take into account and consider the following:

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3.1.1 Operations

- The impact of the Aiming High for disabled children programme.
- Social Work Team scope and delivery model.
- Family support.
- Internal and externally provision.
- Early intervention, including early years.
- Children and young people with complex needs.
- Key points of transition from neonatal to early years to primary to secondary to adolescence and to adulthood.
- Palliative Care.
- Prevention.
- Transport.
- The emerging personalisation agenda.
- Involvement of parents, carers and young people and range of professionals.
- Transition.
- Occupational Therapy.

3.1.2 Finance

- Budgets including capital, revenue expenditure and trends.
- Commissioning arrangements.
- Finance comparisons with statistical neighbours

3.1.3 Administration

- Analysis of stats/data.
- Structures/systems and decision making processes/procedures.
- Statistical comparators between Central Bedfordshire's services and those of other authorities where services are acknowledged as demonstrating best practice (benchmarking).
- Governance arrangements.
- Strategic links to Children's Trust, Health and Well Being Board, Central Bedfordshire Safeguarding Children Board and to Adult Services.

4. Outcomes

4.1 A range of options/proposals for change which include:

- An overall unified strategy for services for disabled children, young people and their families that is owned by all partner agencies and describes realistic and achievable improvements to the range of options and choices available to families.
- Proposals/options about future service delivery which build on existing good practice, provide the Council with value for money and choice for parents, carers and young people.

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- Strategies and documents which provide transparent evidence of joint and shared agreement about thresholds for services and which demonstrate the equitable delivery of services across the Council and partner agencies.
- Identify any risks to the Council in existing and future provision.
- Information about benchmarking with comparator Councils.
- The criteria for the local authority Disabled Children’s Charter is met.

4.2 Implementation Plan

An implementation plan setting out the agreed actions will be developed at the conclusion of the review.

5.2 Roles and Responsibilities

| Role | Key Responsibilities |
|--|---|
| <p>Project Sponsor</p> <p>Catherine Parry</p> <p>Interim Assistant Director, Children’s Services Operations</p> | <ul style="list-style-type: none"> • Ultimately responsible for the successful implementation of the outcomes of the review and proposals are drafted in a form to be agreed by Executive in January if key decisions or policy changes are required. • Report on the scope of the review to Overview and Scrutiny in September, take views from two meetings of a Scrutiny Task and Finish Group and then report back to Scrutiny in December. • Oversee progress of the review at a strategic level. • Brief Primary Care Trust and relevant bodies on progress. • Agree budgets and spending plans and any arrangements for aligning or pooling budgets. • Take any necessary decisions on mitigating large risks highlighted by Project Manager. • Establish internal staff reference group to monitor the progress of the review work plan. • Support the work of the Children’s Services Scrutiny Committee and its Task and Finish Group. |
| <p>Project Manager</p> <p>Independent Consultant</p> <p>Sheila Reynolds</p> <p>Project Support</p> <p>Ken Harvey</p> <p>Head of Disability and Children’s Health</p> | <ul style="list-style-type: none"> • Develop work plan which identifies key areas of activity (work strands) and key milestones to ensure the review meets Central Bedfordshire Council’s timescales and political processes. • Responsible for the successful development and co-ordination of the review work plan. • Ensure effective project management structure, clear parameters for each work strand and dependencies between them. • Develop a communication strategy to ensure all affected parties are informed and involved. • Establish clear programme timescales and effectively monitor progress against them. • Monitor progress and assess the impact of any potential changes. • Ensure Project Sponsors and reference group are informed of progress and ensure they have appropriate information to make decisions regarding exceptions where necessary. • Provide support to work stream leads, in terms of resources, project management and addressing blockages. • Ensure that risks are being tracked across the project and mitigated as effectively as possible. |

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| Role | Key Responsibilities |
|---|---|
| Project Co-ordinator Hayley Ingram | <ul style="list-style-type: none"> • Provide support to the Project Manager and work stream leads as required • Provide support to review leads • Organise and take notes at group meetings. |
| Work streams Early Years PCT SEND CAMHS Commissioning Prevention Lead Children with Complex Needs Transition OT Residential and community short breaks Finance Stats Transport | <ul style="list-style-type: none"> • Accountable to the Project Manager for supporting the work streams. • Develop the work stream brief and action plan (which will include resource requirements, identified risks and milestones). • Ensure appropriate people are either involved in the project or aware of the work being undertaken. • Ensure that the necessary actions to achieve the project objectives are undertaken either by themselves or others within the agreed timescales. • Provide regular progress reports to the Project Manager. • Monitor risks and escalate to Project Manager if they're not manageable and likely to impact on project timescales or ability to achieve project objectives. • Develop appropriate links with other work streams to maximise co-ordination and minimise duplication. • Have knowledge of all work streams within the project and their objectives. |

6. Timelines

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| July 2011 | Agree proposal for Review |
| August 2011 | Set timetable for review and agree scope |
| 6 th September 2011 | Scope to Scrutiny and Task and Finish Group members agreed |
| October 2011 | First Task and Finish Scrutiny Group meeting to include visits and information gathering. |
| November 2011 | Second Task and Finish Scrutiny Group meeting to agree outcomes |
| 15 December 2011 | Draft Executive Report completed and covering Scrutiny Report prepared. |
| 15 th December | Scrutiny considers draft Executive Report |
| January/February 2012 | Executive Report |