

Bracknell Forest Local Area Partnership SEND priority action plan



Introduction

Vision

Our vision for children and young people with special educational needs and disabilities (SEND) in Bracknell Forest is that they achieve their full potential in their early years, at school and in college and lead happy and fulfilled lives.

Bracknell Forest's local area partnership for special educational needs and disabilities (SEND) was inspected by Ofsted and the Care Quality Commission in February 2025. Inspectors published their report on 1 April 2025, which outlined several key areas for improvement, including three areas for priority action, as well as acknowledging the progress made by the partnership to improve local SEND services since the previous inspection.

The partnership recognises that further urgent improvements need to be made. We have apologised to those children and young people with SEND and their families in Bracknell Forest who have not been receiving the services they need and deserve. We also recognise that the local SEND system does not have sufficient specialist school places and acknowledges the impact this has on meeting the needs of children and young people with SEND.

All professionals and Parents and Carers in the partnership are determined to make sustained and urgent improvements so children and young people with SEND and their families get the support, care and services they need.

A detailed action plan has been created to address priority areas for action, as well as the other areas for improvement highlighted by inspectors. The plan was written taking on board input from parent carer representatives, representatives from health and social care, and incorporating feedback from other professionals, including headteachers.

It provides a firm commitment to improvement and establishes the work the partnership will carry out over the next 18 months to tackle the issues identified and further progress Bracknell Forest's SEND improvement journey.

Governance and accountability

To ensure the improvements in this plan are delivered effectively and at pace, a new SEND Improvement and Assurance Board (SIAB) has been established. This board brings together senior leaders from across the local area partnership, including Bracknell Forest Council, NHS Frimley Integrated Care Board (ICB), local health services, education settings, and the Bracknell Forest Parent Carer Forum, as the strategic partner providing the voice of the parent carer. There will also be an arrangement to ensure that the voice of the child is heard by the board.

The SIAB is independently chaired and meets monthly to oversee progress against the three priority areas identified in the February 2025 SEND inspection and the broader SEND system. It provides clear leadership, robust challenge, and constructive support to ensure that actions lead to real, positive change for children and young people with SEND and their families.

The board is responsible for:

- Driving system-wide improvements across SEND services.
- Monitoring progress and impact through data, evidence, and lived experience.
- Ensuring the voices of children, young people, and families inform and shape the work.
- Escalating significant risks or barriers to senior leaders within the council and NHS as needed.

To support its work, the SIAB is supported by four focused subgroups:

- SEND Strategy Subgroup
- Data and Insights Subgroup
- Commissioning Subgroup
- EHCP and Annual Review Improvement Subgroup

The first three subgroups are co-chaired by senior leaders from both the council and the ICB, promoting joint ownership and accountability. The fourth subgroup is independently chaired by a representative from the Local Government Association (LGA), providing an external perspective and challenge.

These subgroups provide regular updates via a range of communication methods including formal reporting to the SIAB, which uses this information to assess progress, address challenges, and ensure improvements are meaningful and sustained. The board also works closely with regional SEND advisers from the Department for Education and NHS England.

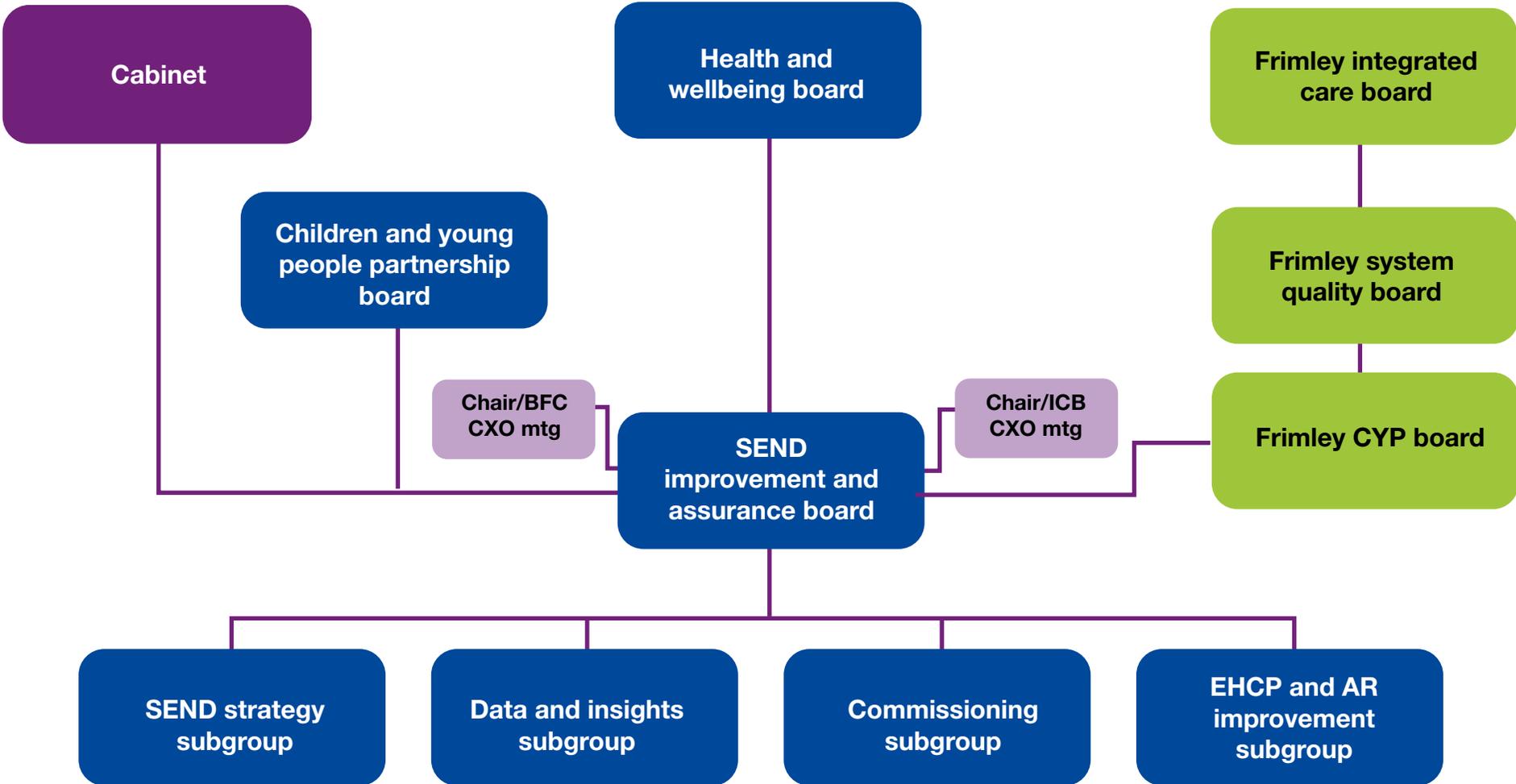
The SIAB reports to the Bracknell Forest Health and Wellbeing Board, embedding SEND improvement as a core priority across the wider local system. All members are committed to working collaboratively to deliver long-term, positive outcomes for children and young people with SEND and their families.



Berkshire Healthcare
NHS Foundation Trust



Governance structure



Key

- Bracknell Forest Council
- Local Area Partnership
- Integrated Care Board

Bracknell Forest Local Area Priority Action Plan

Responsible bodies for delivery of areas for priority action are Bracknell Forest Council and Frimley ICB

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
<p>Priority area 1: Leaders at Bracknell Forest Council and NHS Frimley ICB need to create a more effective partnership to ensure there is a clear process established to better identify the needs of children and young people with SEND across the local area; and that there is a governance structure in place that provides effective oversight and monitoring of the whole SEND system.</p>						
<p>Desired outcome for children and young people: Children and young people with SEND, and their families, will benefit from a joined-up, well-governed system that clearly understands and responds to their needs, ensuring timely access to the right support to help them thrive.</p>						
1.1	Review and update governance arrangements to ensure an effective partnership that understands need and has robust oversight and monitoring of the local SEND system to the benefit of children and young people.	Establish new SEND strategic improvement and assurance board, with an independent chair, and a collaboratively developed and agreed terms of reference, with monthly meetings in place.	Executive Director: People, BFC Director for Children, Mental Health and Learning Disabilities, NHS Frimley ICB	May 2025	<p>Clear and robust governance structures provide effective oversight and monitoring of the local area partnership SEND system.</p> <p>All members of the partnership share a common understanding of goals, with clear ownership of priority actions outlined in the action plan.</p> <p>Stronger, more effective collaboration between Bracknell Forest Council and Frimley ICB ensures a cohesive approach to meeting the needs of children and young people with SEND.</p> <p>Data and evidence-based practices drive continuous improvement in SEND services.</p> <p>A well-governed system ensures SEND needs are effectively identified and addressed, supported by insights from the SEND dashboard and feedback from children, young people, parents, and carers.</p>	<p>% key stakeholders assessing the effectiveness, trust and clarity in the SEND partnership as 'effective' or 'very effective' (greater than 80% via survey)</p> <p>Percentage of key stakeholders assessing their understanding of needs and oversight as ""strong"" or ""very strong"" (greater than 80% via survey)</p>

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
		Establish new subgroups of the SIAB, with a collaboratively developed and agreed terms of reference and approach to reporting into the SIAB.	Executive Director: People, BFC Director for Children, Mental Health, and Learning Disabilities NHS Frimley ICB	May 2025		
		Identify and define the high level key performance indicators and metrics to be monitored at each level within the SEND governance structure.	Executive Director: People, BFC Director for Children, Mental Health, and Learning Disabilities NHS Frimley ICB	July 2025		
		Partnership workshop held to support leadership development and partnership working of the SIAB and subgroups to actively strengthen partnership working.	Executive Director: People, BFC Director for Children, Mental Health, and Learning Disabilities NHS Frimley ICB	June 2025		
		Produce the new SEND strategy, which will be co-produced, and will utilise data from the SEND needs assessment and reflect and provide consistency with other strategies (e.g. ICB CYP strategy), to reflect the needs for children and young people with SEND and how to improve the system for children and young people, families and carers.	Strategy Development Officer, BFC	April 2026		
		Refine and enhance the self-evaluation framework document as a structured tool for assessing and improving the effectiveness of SEND provision, to ensure that insights gathered directly inform best practice and are used to refine approaches leading to improved support and outcomes for children and young people with SEND.	Education Programme Manager, BFC Designated Clinical Officer, NHS Frimley ICB NHS Berkshire Healthcare Foundation Trust Representative	November 2025		

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
1.2	Develop a SEND needs assessment.	Summarise the epidemiology of the SEND population in Bracknell Forest and forecast future trends, as well as the current cost pressures and forecast of future costs	Director of Public Health, BFC Finance Business Partner, People directorate, BFC	August 2025	Evidence-based recommendations inform improved practices and targeted interventions for children and young people with SEND.	% of system-wide strategic documents referencing SEND needs assessment findings >80%.
		Undertake an evidence review of interventions (targeted and specialist) for children and young people with SEND in general and for transition in particular children and adults	Director of Public Health, BFC	September 2025	Enhanced engagement and co-production with children, young people, and parents ensures their voices shape needs assessments and service design. Training for staff and stakeholders in data literacy improves interpretation and use of data for informed decision-making.	
		Map current practice against evidence and best practice and make recommendations to improve the provision with a view to good outcomes for children and young people	Director of Public Health, BFC	October 2025	Strategic planning, resource allocation, and service development are guided by accurate, comprehensive data. A population health management approach enables a deeper understanding of health needs and disparities within the SEND population.	
		Undertake children and young people and parent engagement and co-production to be included in the development of the needs assessment	Director of Public Health, BFC	October 2025	The system's ability to identify and address health inequalities supports targeted planning and intervention.	
		Draft SEND needs assessment	Director of Public Health, BFC	November 2025	Sustained improvements in the SEND system ensure long-term benefits for current and future generations. Improved outcomes for children and young people with SEND are reflected in educational progress, health, and overall well-being.	

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
1.3	Enhance the existing SEND data dashboard to provide comprehensive data on the needs and provision for children and young people with SEND, which is used to inform strategic planning, resource allocation, and service improvement.	Conduct a thorough review of the current SEND data dashboard to identify gaps in data and areas for improvement.	Children and Young People's Transformation Lead (Mental Health and SEND) and Equality Advocate NHS Frimley ICB Change Business Analyst, BFC	July 2025	Establishes a clear baseline of the current SEND landscape to inform future improvement efforts. Enables informed strategic decision-making grounded in an accurate understanding of local needs. Supports effective prioritisation and targeted resource allocation for children and young people with SEND.	% completeness of key data fields in data dashboard >95% completeness.
		Integrate additional data sources, including health, education, and social care, to ensure a holistic view of SEND needs and provision. Health elements of local SEND dashboard to be aligned where appropriate with NHSE regional SEND data dashboard.	Children and Young People's Transformation Lead (Mental Health and SEND) and Equality Advocate NHS Frimley ICB Change Business Analyst, BFC	October 2025	Facilitates system-level change through collaborative data review across the partnership. Promotes proactive planning and future-proofing of services based on emerging trends and identified needs.	
		Establish feedback mechanisms across the partnership to collect qualitative data that enhances the quantitative data by providing deeper insights.	Assistant Director: Education and Learning, BFC Assistant Director: Early Help and Communities, BFC Children and Young People's Transformation Lead (Mental Health and SEND) and Equality Advocate NHS Frimley ICB	October 2025		

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
1.4	Embed the effective use of data and insights across all levels of SEND governance to enable leaders to assess and challenge progress and deliver improved outcomes for children and young people to meet need.	Data and insights subgroup is set up and feeds into the governance system.	Executive Director: People, BFC Director for Children, Mental Health, and Learning Disabilities NHS Frimley ICB	July 2025	Strategic decisions are informed by governance structures that utilise local information and trends to identify the needs of children and young people in the borough. Establishes a baseline understanding of the local SEND population and trends to guide improvement efforts under the Priority Action Plan.	Number of system-wide service improvements driven by data insights - at least 3 per year.
		Train staff and stakeholders on how to use data effectively.	Director Public Health, BFC Children and Young People's Transformation Lead (Mental Health and SEND) and Equality Advocate NHS Frimley ICB	November 2025	Enables better prioritisation and more effective resource allocation aligned with identified needs. Partnership-wide data review supports coordinated, system-level improvements across services.	% of system-wide strategic decisions citing use of trend data and forecasting >85% of major decisions. Staff self-reported confidence (via pre/post training surveys) for navigating and interpreting data.
		Monitoring mechanisms in place to ensure we are using improved data dashboard to inform decision making (conduct 6 month review).	Executive Director: People, BFC Director for Children, Mental Health, and Learning Disabilities NHS Frimley ICB	April 2026	Facilitates proactive planning to anticipate and respond to future needs based on evolving data insights.	

We will know we have met our desired outcomes and made an impact on this priority area when:

A robust and transparent governance structure is actively overseeing the SEND system, ensuring accountability and continuous improvement. Leaders from Bracknell Forest Council and Frimley ICB work together with system leaders effectively, making joint decisions informed by high-quality data and lived experiences. Children and young people with SEND are accessing the right support at the right time based on an accurate understanding of their needs. Children, young people and parents and carers feel listened to, included in planning, and confident that services are coordinated and responsive.

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
Priority area 2: The local area partnership needs to develop more effective and cohesive systems to identify and bridge gaps in commissioning arrangements to help children and young people with SEND to achieve the best possible outcomes.						
Desired outcome for children and young people: Children and young people with SEND will have their needs met through well-coordinated, responsive, and jointly commissioned services which help them achieve their best possible outcomes.						
2.1	Improve data and intelligence by conducting a thorough analysis of services and commissioning journeys and a sufficiency of school places plan. This activity will be used to understand the difference between required and available services and provision, ensuring alignment with our scope of responsibility for various cohorts of children and young people aged 0 to 25.	Map out the service pathways and commissioned services for children and young people within the local area and conduct research to understand children and young people and families and carers' perspective of existing services.	Assistant Director: Commissioning, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB Public Health Consultant	November 2025	A detailed understanding of service needs at each stage of a child or young person's journey informs more targeted support. Gaps in service pathways and commissioned provision are clearly identified and addressed. Commissioning of SEND services is comprehensive, cohesive, and well-coordinated across the local area.	Evidence-based decision making is embedded in our processes, derived from data and SEND needs assessment incorporated into planning.
		Map out the child's / young person's journey in relation to accessing available services in collaboration with parents, carers, children and young people based on their needs (for various cohorts) to understand the experience from a children and young people and families and carers' perspective.	Assistant Director: Commissioning, BFC	November 2025	School place planning ensures there is sufficient specialist provision to meet the needs of children and young people locally. Increased trust and confidence from parents, carers, and stakeholders in the partnership's ability to deliver effective SEND support.	
		Conduct data analysis for the SEND sufficiency of school places plan, to gather and analyse data on current school places, enrolment trends, and projected future needs for children and young people with SEND and engage with children and young people, parents and carers and educational settings to gather insights and feedback on the current provision and future needs.	Sufficiency Manager, BFC	October 2025	Enhanced use of data and intelligence drives informed decision-making and strategic planning.	

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
2.2	Utilise the improved data and intelligence e.g. SEND needs assessment (see priority area 1), along with the commissioning analysis and sufficiency of school places plan (see 2.1), and robust monitoring of existing commissioned provision to develop a shared understanding of the current and future needs across the borough, which will inform strategic and sustainable decision making.	Develop a cohesive shared understanding of need through the collation of data, strategic analysis and stakeholder feedback with an agreed prioritisation plan, which informs decision making and strategic documents.	Assistant Director: Commissioning, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB Director of Public Health, BFC Consultant in Public Health, BFC	January 2026	Sufficient specialist school places are planned and secured for key phase transfers. Data and intelligence are actively used to inform forward planning of provision. A sustainable planning model is in place, consistently aligned with the evolving needs of the local population.	Evidence-based decision making is embedded in our processes, derived from data and SEND needs assessment incorporated into planning.
		Produce a Bracknell Forest SEND sufficiency strategy to ensure that the needs can be met for the current and future children and young people with SEND in their area. The main purpose is to provide the right support, in the right place, at the right time, while using resources effectively, and will include an updated sufficiency of school places plan to address identified gaps and ensure sufficient SEND school places.	Assistant Director: Commissioning, BFC Assistant Director: Education and Learning, BFC Sufficiency Manager, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB	March 2026		
		Produce a Bracknell Forest SEND sufficiency strategy action plan to translate the high-level goals and findings of the sufficiency strategy into steps that we will take to address identified gaps and plan for future demand, which may include any capital plans focused on inclusion.	Assistant Director: Commissioning, BFC Assistant Director: Education and Learning, BFC Sufficiency Manager, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB	April 2026		

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
2.3	Co-produce a SEND joint commissioning strategy for Bracknell Forest to outline the partnership's approach to commissioning SEND services and provision across the local area, and what our priority areas for a partnership approach are.	Create a strategic framework between responsible bodies that outlines the vision, goals, and objectives of the joint SEND commissioning strategy.	Assistant Director: Commissioning, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB	December 2025	A clear and shared vision, with defined goals and objectives, guides SEND services across the local area. A joint commissioning strategy is aligned with the needs assessment to ensure coordinated planning and delivery. Improved systems enable the identification and resolution of gaps in commissioning arrangements.	Improved stakeholder satisfaction, as children and young people, families and carers, and partners are able to see what the local area partnership is intending to achieve and see the progress being made which improves accountability and transparency.
		Co-produce the draft joint SEND commissioning strategy based on child and young people's voice utilising information from the strategic framework and needs assessment, which is reflective and aligns with the SEND strategy and ICB CYP strategy and sufficiency strategy and action plan.	Assistant Director: Commissioning, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB	March 2026	Strengthened local area partnership capacity enhances the ability to effectively meet the needs of children and young people with SEND.	
		SEND commissioning strategy action plan is produced, which takes into consideration children, young people, parents and carers' views and findings from the local area inspection.	Assistant Director: Commissioning, BFC Head of Transformation, Children's Mental Health, SEND and All-Age Neurodiversity, NHS Frimley ICB	April 2026		

We will know we have met our desired outcomes and made an impact on this priority area when:

A co-produced, joint commissioning strategy is in place, informed by a thorough understanding of the needs of children and young people with SEND.

A clear and transparent joint commissioning process is established and consistently applied across the partnership.

There is a shared action plan that underpins commissioning decisions and enables regular review of progress and impact.

Children and young people with SEND and their families experience more joined-up support, leading to improved access to the right services at the right time.

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
<p>Priority area 3: The local area partnership should take immediate action to improve the quality of children and young people's EHC plans and annual reviews to ensure: the plans accurately reflect the up-to-date education, health and care needs; and the plans identify the provision required of all agencies in meeting these needs.</p>						
<p>Desired outcome for children and young people: Children and young people with SEND will have high-quality, up-to-date EHC plans that clearly reflect their current needs and ensure they receive the right support from education, health and care services to help them achieve their full potential.</p>						
3.1	Ensure there is a shared understanding of what a good quality EHCP looks like, so that each child and young person has an aspirational plan that is linked to need, support/provision and outcomes that contribute to improved education, health and and social care impacts for children and young people	Work with partners, including parent and carers and children and young people representatives, to review and embed EHCP template, that includes a focus on the voice of the child, transitions, and preparation for adulthood.	SEND Service Lead, BFC	June 2025	Annual reviews are completed on time and reflect current needs, outcomes, and provision from all education, health, and care partners. Good quality advice received from all statutory agencies/partners.	Percentage of newly issued EHCPs that meet quality assurance standards.
		Work with partners, including parent and carer and children and young people representatives, to review, redesign where appropriate and embed updated advice templates across all advice givers / contributors, that includes a focus on the voice of the child and preparation for adulthood.	Designated Clinical Officer, NHS Frimley ICS SEND Service Lead, BFC Principal Education Psychologist, BFC Designated Social Care Officer (DSCO), BFC	December 2025	A shared understanding of what constitutes a high-quality EHCP leads to more accurate, comprehensive, and consistent plans. Professionals involved in EHCP assessments and reviews are trained and able to provide high-quality, relevant contributions. EHCPs are more person-centred, legally compliant, and aligned with the aspirations and needs of children and young people, reducing disputes.	
		Develop a resource library with examples of 'what good looks like' for key elements of the EHCP and annual review e.g. the voice of the child, setting SMART targets.	Head of Quality Assurance, BFC Quality Assurance Officer, BFC	March 2026	High-quality EHCPs and timely reviews result in better educational, health, and social care outcomes for children and young people with SEND. Increased confidence among parents, carers, and stakeholders in the partnership's ability to effectively meet the needs of children and young people with SEND.	

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
3.2	Ensure the annual review process is timely and, if amendments are required, that the EHCP effectively reflects up to date detailed needs, outcomes and provision from each education, health and care partner the child or young person is known to.	Work with partners, including parent and carer and children and young people representatives, to review and embed updated annual review template, that includes a focus on the voice of the child, transitions and preparation for adulthood.	Designated Clinical Officer, NHS Frimley ICS SEND Service Lead, BFC NHS Berkshire Healthcare Foundation Trust Representative	September 2025	Implementation of a robust quality assurance framework ensures continuous improvement in the quality of EHCPs and annual reviews. Plan in motion to amend EHCPs to ensure quality.	Increase in the % of annual reviews that are completed on time. Increase in the % of families reporting that annual reviews are meaningful and reflect the evolving needs of their child (measured via survey).
		Embed a process of timely preparation before reviews, using a clear checklist and ensuring the right professionals across health, social and education and family voices are involved from the start and with relevant information shared in advance of the meeting.	Designated Clinical Officer, NHS Frimley ICS SEND Service Lead, BFC NHS Berkshire Healthcare Foundation Trust Representative	October 2025	The local area partnership establishes a sustainable system for continuously improving the quality of EHCPs and annual reviews. Ultimately, children and young people have their needs met at the right time with the correct level of support for them that is reviewed on a regular basis in partnership with the child or young person, their families and the professional partnership to ensure quality outcomes that accurately reflect the up to date and current needs of the child or young person.	
		Work with partners, including parent and carer and children and young people representatives, to develop and embed guidance for those attending annual reviews, to ensure meetings are child-focused, led by someone who knows the child well and clearly explore progress, outcomes and the child's current needs.	Designated Clinical Officer, NHS Frimley ICS SEND Service Lead, BFC NHS Berkshire Healthcare Foundation Trust Representative	November 2025		
		Strengthen post-annual review process to ensure plans are amended properly after the review and accurately reflect the child's needs, progress towards outcomes and provision.	SEND Service Lead, BFC	December 2025		
		Bring all annual reviews up to date. Review to ensure sufficient capacity to maintain the timeliness of reviews.	SEND Service Lead, BFC	May 2028		

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
3.3	Develop a multi-agency training plan for professionals contributing to the EHCP assessment and review processes through the advice that they offer.	Work with partners, including parent and carer and children and young people representatives, to develop a partnership training plan and package for professionals, ensuring the training is as accessible as possible.	Designated Social Care Officer (DSCO), BCF Clinical Lead for SEND NHS Frimley ICB	September 2025	Comprehensive training is provided across the partnership, ensuring at least one representative from each service area is equipped with essential knowledge. Training enhances the quality of advice given for new EHCPs, leading to more informed and effective recommendations.	Staff self-reported confidence (via pre/post training surveys) in contributing high-quality advice to EHCPs. Year-on-year improvement in average advices quality rating (as measured by the QA framework).
		Deliver training to professionals across education, health and social care.	SEND Service Lead, BFC	March 2026	EHCPs accurately capture the aspirations, needs, desired outcomes, and required provisions of children and young people.	
		Evaluate the impact of the training on the quality of advice and professional contribution to EHCP assessments and reviews.	Head of Quality Assurance, BFC Quality Assurance Officer, BFC	September 2026	Both newly issued and revised EHCPs maintain consistently high standards, ensuring alignment with individual aspirations and needs.	

Ref	Actions	Milestones	Who is responsible officer for delivery?	When will we deliver this milestone?	Outcomes	Key positive impact
3.4	Review and embed a local area partnership quality assurance framework for EHCPs.	Review, strengthen and embed updated single agency quality assurance processes for provision of advice including consideration of practice standards.	Principal Education Psychologist, BFC Head of Quality Assurance, BFC Designated Clinical Officer, NHS Frimley ICB Education settings representatives Designated Social Care Officer, BFC	July 2025	Service providers understand their responsibilities in delivering high-quality EHCPs and conducting thorough annual reviews. Advice providers are equipped with the confidence and expertise to ensure high-quality recommendations. Insights from termly audit reports are actively implemented to enhance EHCP processes and outcomes.	Termly improvement in average EHCP quality rating (as measured by the QA framework).
		Review, strengthen and embed updated quality assurance processes for drafting of EHCPs.	SEND Service Lead, BFC Quality Assurance Officer, BFC	July 2025	Targeted Continued Professional Development (CPD) opportunities support ongoing learning and improvement.	
		Work with partners, including parent and carer and children and young people representatives, to review and develop an updated multi-agency audit tool.	Head of Quality Assurance, BFC Quality Assurance Officer, BFC Designated Clinical Officer, NHS Frimley ICS	July 2025	The SIAB oversees audit reports, enabling proactive and responsive decision-making. Children and young people receive timely, appropriate support, with regular reviews conducted in partnership with them, their families, and professionals to ensure evolving needs are met effectively.	
		Using a multi-agency team, including parent and carer representatives, undertake termly (x3 per year) audits of EHCPs including advice, in addition to single agency audits of advice, to inform the quality assurance process and identify learning outcomes.	Head of Quality Assurance, BFC Quality Assurance Officer, BFC Designated Clinical Officer, NHS Frimley ICS	July 2026		

We will know we have met our desired outcomes and made an impact on this priority area when:

EHC plans consistently contain accurate, up-to-date information that reflects the child or young person's current needs across education, health, and care. All relevant agencies contribute high-quality, timely advice to EHC plans, and clearly identify the provision they are responsible for delivering. Annual reviews are consistently completed on time and result in meaningful updates to EHC plans where needed. There is evidence of a robust multi-agency quality assurance process that drives continual improvement in the quality and impact of EHC plans. Children, young people, and their families report that they feel heard, informed, and supported throughout the EHC process.