

Local Offer review framework

INSERT Your Local Authority / Local Area Name: Brighton and Hove

INSERT Partner Local Authority Name: Isle of Wight

INSERT Local Offer link:

GUIDANCE

- Complete a review against all the categories providing a Yes (Y), Limited (L) or No (N) for each based on the requirements given (column 4 below).
- Provide comments against each category where relevant e.g. to provide an explanation of why a classification has been chosen, to highlight good examples and where information is missing and ideas for improvements (column 5 below).
- The categories are based on the 'Musts' in the Code of Practice but a few key 'Shoulds' have been included at the end of the table.
- A supplementary document is available which includes the extracts from the Code of Practice that are referenced in this document.
- Please note that this framework is designed to help review elements of your Local Offer but by doing so it does not guarantee that your Local Offer is fully compliant.

Ref	Category	Classification Y, L, N (please delete as appropriate)	Y / N / L	Comments	Key elements to consider	CoP Ref
<i>'MUSTS'</i>						
A	Local Offer available for those without internet access and for those with specific access requirements.	Y = Includes contact details and more than 3 options for those that have specific access requirements e.g. options to change language, easy print, increase font size, use sound etc. L = Does not have contact details and/or less than 3 options for those that have	Y	Accessibility features are strong No accessibility features for EAL? Various materials to be printed – are these distributed?	Arrangements in place for enabling those without access to the internet to access the Local Offer information. Also includes how access for different groups is enabled e.g. those with EAL.	4.62

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		specific access requirements. N = None of the above found.				
B	Comments, the local authority response and the actions they intend to take published on the Local Offer.	Y = Clear mechanism available for providing comments and feeding back. Information provided on when and where these comments will be published. L= Option to comment is via a general email only which is not clearly signposted on the site. N = None of the above found.	Y	Information about what happens to feedback is within documents that aren't labelled intuitively Mechanism is there but could be improved by being more specific about types of feedback	A summary of comments and the response must be published annually. <i>(Ability to provide feedback and comments required)</i>	4.21/ 4.24
C	In area education provision	Y = There is a list of education providers across the age range and a direct link from the Local Offer to the providers SEN information e.g. SEN information for providers is on the Local Offer site or a direct link to the information is provided (a link to the standard providers homepage is not enough) . 4 providers across the age range to be checked for this, all of which have their SEN information on the site or a direct link to the information is given. L = List of providers available but less than 3 of the providers	Y	It was not easy to find list of schools Some links to SEND information are broken Some outdated information on school websites	To include education settings (early years, schools and Post 16 – including apprenticeships, traineeships and supported internships), where to find providers SEN Information reports and SEN services including early years.	4.4/ 4.30/ 4.36/4.38/ 4.46

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		on the Local Offer site have the information or a direct link to the information. N = None of the above found.				
D	Out of area educational provision	Y = A link to Section 41. L = Some but not all of (Section 41) list included. N = None of the above found.	Y		The link to Section 41 and provision outside of the local area that the LA expects is likely to be used.	4.30/ 4.39/4.4
E	Out of area education provision included on the Local Offer in the same way as the in area education provision.	Y = One or more of the out of area providers included on the Local Offer in the same way as the in area education provision. L= Not an option for this category. N = Not found.	N	Out of area school list only links to those schools general websites		4.4
F	In area health provision	Y = Information about health and links to health provision. L = Some information but very limited e.g. Only a link given to the main LA website. N = None of the above found.	Y		To include information about support to settings on medical needs, therapy, mental health, wheelchairs and equipment, palliative care, continuing care and support for moving to adult care.	4.40/4.30
G	In area social care provision	Y = Information about social care and links to provision.	Y		To include how to access social care services, childcare, leisure activities,	4.4/ 4.30/ 4.38/

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		L = Some information but very limited e.g. Only a link given to the main LA website. N = None of the above found.			support for moving to adult social care, support for living independently and the short breaks statement plus where the information on adult care can be found (under the Care Act 2014).	4.42/4.44
H	Requesting an EHC needs assessment	Y = Clear information about how to request an EHC needs assessment, this must be accessible to parents and young people. L = Information available but complex and not accessible. N = None of the above found.	L	Lots of text. Difficult to read Independent support information is not easy to find	Information on how parents and young people can request an EHC needs assessment.	4.30/4.57-4.58
I	Identifying and assessing SEN	Y = Clear information about how SEN are identified and assessed, this must be accessible to parents and young people. L = Information available but complex and not accessible. N = None of the above found.	L	Is available but dense and nothing for young people	To include arrangements for EHC needs assessments.	4.30
J	EHCPs	Y = Clear information about the EHCP (including timescales and process), this must be accessible to parents and young people.	L	Lots of information but nearly all in downloads and very wordy	The timescales and process for an EHCP.	4.58

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		L = Information available but complex and not accessible. N = None of the above found.				
K	Personal Budgets	Y = A Personal Budgets local policy published on the Local Offer including who is eligible. Covering education, health and social care Personal Budgets. L = Some information but fairly high level and not covering all elements. N = None of the above found.	L - Y	Able to find section easily Wasn't able to find a local policy or eligibility criteria There was information available about the option of having a Personal Budget	Information available about the option of having a Personal Budget including a local policy for Personal Budgets.	4.58
L	Travel	Y = A link to a policy which includes information on travel to and from educational settings pre and post 16 (can be in one document but must set out policy for pre and post 16). L = Some information but fairly high level and not covering all elements e.g. only pre-16. N = None of the above found	Y	Easy to find. All links worked	Arrangements for travel to and from education settings plus post 16 transport policy statement for 16+.	4.30/ 4.48
M	Phase transfer/higher education	Y = Information on support available to transfer between phases of education and support for HE including DSA.	N	Preparation for adulthood has some information. Not easily found	Support to transfer between phases of education and support for higher education including DSA.	4.30

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		L = Some information but fairly high level and not covering all elements. N = None of the above found.				
N	IAS	Y = Clear information on IAS and how to access (phone number, website link etc). L = No information or just a link to the IASS website. N = None of the above found.	Y	Would be useful for link to be positioned more prominently	How to access IAS, parent forums and support groups.	4.30/4.45/ 4.59
O	Disagreement resolution, mediation, tribunal/appeals and complaints	Y = How to access these and rights. L = High level information only e.g. how to access not included. N = None of the above found.	L	Table re various avenues for complaint/ redress initially unclear. Useful to set out a protocol for who to go to for what	How to access these and rights.	4.30
P	Accessibility	Y = LAs accessibility strategy published on the Local Offer. L = Not an option for this category. N = Not found.	Y		The LA's accessibility strategy published on the Local Offer.	4.30
Q	What the LA expects education settings to offer	Y = Clear statement of what the LA expects settings to provide. L = High level information	L	Broad information regardless of age	The area wide offer – what the LA expects its educational settings to provide from within their	4.32

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		across age range only or some information not available. N = None of the above found.			budgets.	
R	Preparing for adulthood	Y = Information relating to preparing for adulthood. L = High level information only. N = None of the above found.	Y	Quite wordy information. Better if there were sub links	To include preparing for and finding employment, somewhere to live and participating in the community.	4.52
S	Local Offer in one place	Y = Local offer can be accessed all from one site e.g. any redirection takes you to the specific information/service you are looking for. L = Majority is in one place but some elements have to be searched for via another site e.g. LA main site. N = No Local Offer site.	L-Y	Some redirection rather 'clumsy' Back button inefficient	A single route to the information.	4.1
'SHOULD'S'						
T	Usability and visual appeal	Y = Easy to find site, navigate through and a good search functionality available. Also the site is visually appealing. L = One of the above is missing N = None of the above	L	Navigation rather clumsy Useful to have a user guide – possible link on right hand side of front page. Symbols a very positive aspect of site accessibility. Found information on how to use this function but directs you to main council site.	Site is easy to find, use and search.	4.7

Ref	Category	Classification Y, L, N (please delete as appropriate)	Y / N / L	Comments	Key elements to consider	CoP Ref
U	Involving parents	Y = Clear way for parent carers to provide feedback. An explanation of how parents have been involved/can be involved. L = Reference to involvement of parent carers but not explicit about how this has been done. N = None of the above found	L	Says it has been developed with parent/ carers but not explicit how Feedback How we can help – doesn't include schools/ nurseries		4.8/4.9/ 4.10/ 4.11/4.1 2/4.13
V	Involving children and young people	Y = Clear way for children and young people to provide feedback. An explanation of how children and young people have been involved/can be involved. L = Reference to involvement of children and young people but not explicit about how this has been done. N = None of the above found	L	Reference to involvement of children and young people but not explicit about how this has been done.		4.8/4.9/ 4.10/ 4.11/4.1 2/4.13
W	Transfer Plan	Y = Published transfer plan. L = Not an option for this category. N = Not found.	Y	Transfer plan published but embedded in Local offer content. Unable to find it by search function		As per previous guidance from the DfE (NB this is a should not a must)

