

# Short Breaks Statement – LA self-evaluation form

## Background

Section 25 of the Children and Young Persons Act 2005 requires local authorities to provide short breaks for Disabled Children. Regulations relating to this duty, which came into force on 1 April 2011, require each local authority to produce a short breaks services statement so that families know what services are available, the eligibility criteria for these services, and how the range of services is designed to meet the needs of families with disabled children in their area.

The following set of questions is intended to help local authorities complete a self-evaluation of their short breaks statement. The basis of this has been taken from the guide to writing a Statement published by the Council for Disabled Children.

This self-evaluation form will allow local authorities to review their statement, with the aim of:

1. Identifying areas of improvement for the statement
2. Forming a robust action plan for the statement going forward

## Instructions

On a scale of 1-3 (3=well developed, 1 =not well developed) please answer each of the questions below on how well you have achieved each statement in relation to your short breaks statement. To support your answers please give your rationale and evidence in the comments box.

Once you have completed the full set of questions, review your answers and complete the action plan. The action plan should identify the following:

- Actions that when completed will help improve your short breaks statement going forward
- The target completion date for the each action
- The current status of each action e.g. not started, started, ongoing, complete

<b>Your name:</b>	Linda Smith
<b>Local Area:</b>	Suffolk
<b>Date:</b>	22.11.2012

Statement	Not well developed 1	In development 2	Well developed 3	Comments
<b>1. Statement preparation</b>				
1.2. There is a statement about the level of consultation that took place to inform our Short Breaks statement		√		There are statements about the level of consultation that took place to inform Suffolk's Short Break Statement for example, we have consulted widely and cite disabled children and young people, parent carers, health and social care professionals and voluntary organisations (page 1 paragraph 3). How we consulted our stakeholders should have been included in our Statement.
1.3. Disabled children and young people have been consulted and their views have informed our Short Breaks Statement		√		(Page 1 paragraph 3). However; the statement would have benefited from more detail as to what disabled children and young people said that informed the Statement. We recently consulted with disabled children and young people regarding the 2011 Short Break Duty Statement and learnt from them that they would like their views recorded within the 2012 Statement in recognition of their input to this important document.
1.4. Parent carers have been consulted and their views have informed our Short Breaks Statement		√		(Page 1 paragraph 3). The statement would have benefited from more detail as to what parents and carers said that informed the Statement. This viewpoint has been endorsed by our Suffolk Parent Carer Network forum. What we have learnt from them is that the 2012/13 Statement needs to be informative yet short and snappy, clearly referencing who was involved in writing the Statement and the outcome of their involvement.

1.5. The voluntary sector have been consulted and their views have informed our Short Breaks Statement		√		(Page 1 paragraph 3). The statement would have benefited from more detail as to what the Voluntary Sector said that informed the Statement.
1.6. A multi-agency Planning Group. including parents jointly formed the statement		√		(Page 1 paragraph 3). Health and social care professionals were consulted but again the Statement does not say what they said that informed its writing.
1.7. The statement makes it clear what <b>range of services</b> are on offer			√	The statement goes into great detail about the range of short break services that are available in Suffolk.
1.8. The stated range of services are likely to meet a wide variety of <b>needs</b>		√		The statement identifies a range of services to meet a variety of needs. However; feedback from parents and carers and our provider's during the review of our 2011 Statement has informed that the 2012 statement will benefit from the inclusion of further information as to the different level of needs that the range of services are able to meet.
1.9. The statement offers a clear explanation about how <b>need</b> has been evaluated		√		The statement does not offer a very clear explanation about how need has been evaluated. There is a section on eligibility and who is eligible to receive services. This section would benefit from a complete re-write that focuses on how levels of need have been valuated in Suffolk.
1.10. It is clear how the services will <b>improve outcomes</b> for local disabled children and young people		√		There is a general feel to the statement that short break provision in Suffolk improves outcomes for disabled children and young people but no clear reference to improved outcomes associated with specific services
1.11. There are examples of how Short Break services have improved outcomes for children and young people in our statement?			√	There are good examples of how short break services particularly activity provision have improved outcomes for disabled children and young people.

<p>1.12. It is evident how local <b>universal services</b> are able to meet the needs of disabled children and young people and what measures are being taken to <b>improve access</b> to universal services</p>	<p>√</p>			<p>There is minimal evidence of how universal services are able to meet the needs of disabled children and young people. Parent carer and provider feedback inform that this information is available on the Activities Unlimited website and should therefore be included in the 2012 Statement.</p>
<p>1.13. There is a statement about how compliance with <b>the DDA or Equality Act 2010</b> is leading to a seamless service for disabled children</p>	<p>√</p>			<p>There is not a statement about how compliance with the DDA or Equality Act 2010 is leading to a seamless service for disabled children.</p>
<p>1.14. There is clarity on how children with the <b>highest levels of need</b> are able to access services</p>		<p>√</p>		<p>There is clarity about how children and young people with the highest level of need are able to access services. Parent carers have requested examples of children's high levels of need.</p>
<p>1.15. The <b>eligibility criteria</b> are clear and easily understood</p>		<p>√</p>		<p>There is a detailed section on eligibility. Parent carer feedback has determined that this section would benefit from a complete re-write, which focuses on how levels of need have been evaluated and what short break provision is available to meet these in Suffolk</p>
<p>1.16. How services are accessed is clear and easily understood</p>		<p>√</p>		<p>There is a detailed description of the range of services available to support disabled children and young people with reference as to how some of these can be accessed. Parent Carer feedback requests the inclusion of how disabled children and young people can access the range of short break provision.</p>

Statement	Not well developed 1	In development 2	Well developed 3	Comments
<b>2. Services and choice</b>				
2.1. Families have a <b>choice</b> about the services they receive		√		The wide range of services developed evidences that families have a choice about the services they receive. Parent carer feedback informs that the statement would have benefitted by detailing how families can make a choice about the services they receive.
2.2. Families are able to receive a <b>personalised</b> service -a direct payment or individualised budget		√		Personalisation underpins Suffolk's short break service delivery but this is not clear within the statement. However; the mechanism to deliver choice and control – the ability to receive a Direct Payment or Individual Budget is mentioned in the section relating to Suffolk's short break Offers (page 2).
2.3. There is a support service to enable families to make full use of a Direct Payment	√			Whilst there is a support service to help families to make full use of a Direct Payment it is not referenced within the statement or how it is accessed.
2.4. It is clear how <b>transport</b> is used to support access and therefore promote greater degrees of independence	√			There is no mention of how transport is used to support access in order to promote greater degrees of access. However; the statement would have benefitted by the inclusion of the rationale that explains our approach to the issue of transport in Suffolk. Suffolk has commissioned short break provision to take into account the rural demography of our county so that in most cases disabled children and young people travel only 5 miles or less to access universal and or; specialist short break provision. Only a few parent carers mentioned transport as an issue when being consulted about the 2011 Short Break Duty Statement and Suffolk's short break provision. Their

				feedback suggests that the Statement makes clear that Direct Payment can be used flexibly towards transport costs to access short breaks.
2.5. The statement describes how the services <b>promote transition to adult services</b> for disabled young people		√		The statement describes the Futures Service, the service that supports young people on the cusp of adulthood. Parent Carer feedback informs that it is not clear within the Statement that this service and other services provided by the council supports the transition to adult services of disabled young people (page 6 paragraphs 6).
2.6. The statement identifies clear priorities to promote better <b>outcomes</b> for families included in the statement		√		The statement describes Suffolk's vision behind their Short Break Duty Services Statement and how they intend to achieve this (page 2 paragraph 1). Parent Carer feedback informs that we need to identify the clear priorities the council believes will promote better outcomes for disabled children and young people.
2.7. The statement identifies how the skills of the <b>workforce</b> will be improved		√		The statement identifies the robust quality control process applied to the commissioning and monitoring of short break provision with particular reference to safeguarding disabled children and young people (page 5 paragraphs 2). However; Parent Carer feedback informs the need to say how the council knows that Providers are safe. Professional feedback informs the statement would benefit by the inclusion of specific strategies to improve the skills of the workforce in Suffolk and show how these interface with the commissioning and monitoring of short break provision.
<b>3. Final Considerations</b>				
3.1 The statement is <b>accessible</b> to families in a variety of formats			√	The Statement is accessible to families in a variety of formats
3.2 The statement will be <b>reviewed</b> on a minimum 12 month basis			√	The Statement states that it will be reviewed on a 12 month basis

## Action Plan

No.	Action(s)	Target completion date	Status
1	<p>Hold a series of consultation sessions with disabled children, young people, parents and carers, providers and professionals to review Suffolk's short break provision, and the information about services provided that support or promote them, as outlined within the Short Break Duty Services Statement.</p> <p>Ensure that annual consultation events are held with parent carers and disabled children and young people. Publish the products from the consultation events on the Activities Unlimited and Access Unlimited websites.</p>	<p>August 31<sup>st</sup> 2012            March 31 2013            August 30 2014            November 30 2014</p>	Green
2	<p>Take into consideration the views of all stakeholders and refresh the Suffolk Short Break Duty Services Statement that is more concise and snappy and includes:</p> <ul style="list-style-type: none"> <li>• Information regards to changes in short break provision arising from stakeholder feedback.</li> <li>• New information identified as being omitted in the 2011 publication according to the Impact evaluation tool.</li> </ul>	June 30 2015	Amber
3	<p>The introduction will reflect the views of parents and carers, who were consulted, state how they were consulted and what they said that informed the revision of the 2011 Short Break Duty Services Statement; included here the views of the voluntary sector too.</p>	June 30 2015	Amber
4	<p>There will be a section outlining the Council's aim and objectives, which will drive service delivery to meet the Short Break Duty statutory responsibilities.</p>	June 30 2015	Amber
5	<p>The statement will explain how children and young peoples needs have been evaluated and provide a hyperlink to in depth information on the Activities Unlimited website; include here levels of need.</p>	June 30 2015	Amber
6	<p>The statement will reference how specific services have improved the lives of disabled children and young peoples and their families' lives. Reference here to the Activities Unlimited project to streamline the process of assessment and the allocation of short break resources.</p>	June 30 2015	Amber

<b>7</b>	The statement will reference how Activities Unlimited is working with Universal Services to make provision more inclusive for disabled children and young people through training and investment.	June 2015	Amber
<b>8</b>	Evidence by examples (include AU further iteration of technical work to improve of the website functionality) how Suffolk is achieving compliance with the DDA and Equality Act 2010 in order to seamless provision for disabled children and young people.	March 31 <sup>st</sup> 2013	Complete
<b>9</b>	Provide examples of how Suffolk's Short Break Local Offer Plus is supporting disabled children and young people with the highest level of need to access services.	June 2013/15	Green
<b>10</b>	Describe how families can make choices in the short break services that they access and include here evidence of our personalisation agenda that underpins service delivery. Ensure that all work streams to deliver a new model of Personal Budget provider support for parent carers is promoted on the Activities Unlimited and Access Unlimited websites.	June 2013/15	Green
<b>11</b>	Provide Suffolk's rationale and approach regarding the issue of transport in accordance with the SEND reforms.	June 30 2015	Amber
<b>12</b>	Address parent carer concerns regarding unclear information within the Suffolk Short Break Duty Services Statement relating to young peoples transition to adult services with a hyperlink to pages within Access Unlimited website.	June 30 2015	Amber
	Provide a bespoke area on the Access Unlimited website for information relating to services for young people who are transitioning to adulthood (Moving Into Adulthood).	December 31 2014	Complete
<b>13</b>	Evidence how we ensure our Providers are safe and include parent carer positive feedback. Add a hyperlink to the Activities Unlimited Triple R Quality Standard.	June 30 2015	Amber
	Ensure information relating to the Triple R Quality Standard is promoted on the Activities Unlimited website.	March 31 2013	Complete
	Promote the Provider Approval Portal on the Activities Unlimited website.	November 2013	
<b>14</b>	Following the refresh of the Short Break Duty Services Statement undertake a formal evaluation.	October 31 2015	Amber