

Consultation on proposed SEND Resourced Provision at St Mary's Primary and Woodlands Community College

Consultation plan and principles

Southampton City Council is committed to consultations of the highest standard, which are meaningful and comply with the following legal standards:

1. Proposals are still at a formative stage (a final decision has not yet been made)
2. There is sufficient information put forward in the proposals to allow 'intelligent consideration'
3. There is adequate time for consideration and response
4. Conscientious consideration must be given to the consultation responses before a decision is made

The Council has a consultation policy which sets out key commitments and principles when undertaking public consultations. This policy applies to all services within the Council and partners and commissioned services undertaking a public consultation on behalf of Southampton City Council.

The following table highlights the actions that will be taken to comply with consultation principles:

Consultation principle	Information / Actions
Proposals are still at a formative stage (a final decision has not yet been made)	<ul style="list-style-type: none"> • None of the proposals being presented in the consultation for feedback have been formally decided on or agreed on. There is scope to influence the proposals. <p><u>Type of consultation</u> (as described in the consultation policy)</p> <ul style="list-style-type: none"> • There is a statutory duty to consult. <p><u>Decision making process</u></p> <ul style="list-style-type: none"> • The relevant Executive Director and Cabinet Member will have oversight of the developments of the proposals. • The consultation will be launched by delegated decision. The delegated decision will be signed by Robert Henderson. <ul style="list-style-type: none"> ○ The list of documents shared for sign off will include: Consultation Plan and Questionnaire; Draft ESIA; and Delegated Decision Notice for signing. • The results of the consultation will inform the final proposals that will be presented to cabinet for a final decision.
There is sufficient information put forward in the proposals to allow 'intelligent consideration'	<p><u>Information put forward</u></p> <ul style="list-style-type: none"> • All public information for consideration on the proposals will be included within one place, a council webpage, to keep it as clear as possible. Everyone can be directed here (including persons who become aware of the consultation via partners) to find everything they need to take part or encourage others to take part. • The content of the page: <ul style="list-style-type: none"> ○ Introduction to the proposals ○ Closing date ○ Signposting to the different routes to provide feedback (e.g. questionnaire) ○ Email address for queries or requests for alternative versions or printed paper copies (yourcity.yoursay@southampton.gov.uk) ○ Links to supplementary materials

- Draft Equality Safety Impact Assessment (ESIA)
- PDF version of the questionnaire for printing

Routes to provide feedback

1. Questionnaire

- Main advertised route for feedback and offered to all consultees as it provides summary information and key points on the proposals and takes respondents through structured feedback.
- **Formats:** Online and paper versions. The PDF paper version can be printed by anyone. Communications about the consultation will advertise that paper copies of the consultation can be requested to be printed at any Southampton council run Library.
- **Question types:**
 - There will be a mixture of quantitative questions and free text questions so that respondents are able to provide detailed feedback.
 - The quantitative questions will be on Likert scales of ‘*Strongly agree*’ to ‘*Strongly disagree*’ when discussing broader priorities or proposals. When asking for opinions on more specific actions or proposals, the scale will be from ‘*Very positive impact*’ to ‘*Very negative impact*’.
 - There will be a section about the respondents asking a range of characteristic and demographic questions. ONS Census wording is used for many of the demographic questions as best practice.
 - There will be an opportunity for businesses or organisations to give permission to be identified in their response or contacted for further information
 - All respondents will be given the opportunity to have a copy of their response sent to them upon completion.
- **Data privacy:** The standard privacy statement for council consultations will be included at the end of the questionnaire. Relevant consent will be gathered if respondents are to be contacted again in relation to their response.

2. **Email or Letter** - Respondents may wish to respond by email. The yourcity.yoursay@southampton.gov.uk email address can be supplied. This is also the place to forward feedback internally and from partners to ensure it is included in the analysis.

3. **Verbal feedback from meetings, calls or events** – particularly useful to record informal conversations from community engagement or stakeholder engagement – as long as the person(s) involved is happy for their points to be shared. All notes can be emailed back to yourcity.yoursay@southampton.gov.uk to ensure they are included in the analysis.

4. **Specific events / focus groups / activities / meetings** – useful to get feedback from targeted stakeholders and those most likely to be impacted by the proposals.

- **Details of the events / meetings:**

- St Marys C of E Primary School, Monday 8th January 2024 3.30-5pm
- Woodlands Community School Thursday 4th January 3.30-5pm

- **Details of the suggested activity(s), how information will be gathered and materials required:**

- Drop in sessions that provide the opportunity to ask questions around the settings and leave formal comments.

- All respondents will also have the main questionnaire advertised to them to ensure they are aware and have the opportunity to provide feedback on all aspects or proposals within the consultation.

There is adequate time for consideration and response

Length of consultation

- Each consultation is looked at individually and the length of appropriate consultation assessed. The length of a consultation is based on various factors, such as guidance, size, scope and impact.
- This consultation will be live for **6 full weeks**. This is deemed an adequate time for consideration and response given the size, scope and impact of the proposals. This allows for 4 weeks during term time.

Consultation timelines

Week commencing	Timetable
04/12/23	Agree final set of consultation materials amongst colleagues involved ready to send for formal sign off by 07/12/23 .
11/12/23	Sign off and permission to launch the consultation by delegated decision from the Director by: 11/12/23 .
	Consultation opens 11/12/23 (Mon) Consultation period - week 1
18/12/23	Consultation period - week 2
25/12/23	Consultation period - week 3
01/01/24	Consultation period - week 4
08/01/24	Consultation period - week 5
15/01/24	Consultation period - week 6 Consultation closes 21/01/2024 (Sun)
22/01/24	Analysis and reporting (Consultation team)
29/01/24	Analysis and reporting (Consultation team)
05/02/24	Analysis and reporting (Consultation team) Summary report available 09/02/24 (Fri)
12/02/24 onwards	Consideration of feedback (Service Area)

Key stakeholders

- The key stakeholders and those most likely to be impacted by the proposals have been identified as:
 - Parents and Carers of children and Young people at St Mary’s and Woodlands School
 - Parents and Carers of children and Young people in the wider area of Southampton
 - Residents in the local Community’s of St Mary’s and Woodlands School
 - Other schools in Southampton
 - The parent carer forum in Southampton City

Promotion and engagement

- Summary of how the consultation will be promoted:
 - Letters to be sent to current parents/carers for each setting
 - Southampton City Council Webpage to access the wider communities.
 - Consultation will be promoted on our social media channels: Facebook, Twitter, NextDoor

	<ul style="list-style-type: none"> ○ Consultation will be promoted in our external bulletins: City News, Your City Your Say • Key stakeholders will be contacted as soon as possible after the launch of the consultation to allow for as much time to consider the proposals and respond. • The research and consultation team will supply updates throughout the consultation period on the total numbers and characteristics.
<p>Conscientious consideration must be given to the consultation responses before a decision is made</p>	<p><u>Collation of feedback</u></p> <ul style="list-style-type: none"> • All emails, letters, notes during meetings with stakeholders, or feedback gathered through activities or events, will be supplied back to the research and consultation team throughout the consultation period ready for analysis. Everything can be emailed to yourcity.yoursay@southampton.gov.uk • Paper copies of the questionnaire or other materials will be collated and input by the research and consultation team with support from the service area if a large number are received. <p><u>Analysis of the results</u></p> <ul style="list-style-type: none"> • The research and consultation team will undertake analysis of the responses. This will include the quantitative analysis of each question and further breakdowns by different demographics and characteristics (where sample sizes allow). The research and consultation team or the service area will also read all free text comments and submissions and then aim to categorise them based upon sentiment and theme. • Results will be supplied in a summary report. This report will simply summarise all consultation feedback and can be used as an appendix to any reports produced by the service area outlining recommendations or decisions as a result of the consultation. <p><u>Consideration of the feedback</u></p> <ul style="list-style-type: none"> • The Service area will consider the consultation feedback once provided and make any amendments or subsequent recommendations. However, it is important to be mindful that consultation is not a vote. Decisions makers will consider what has been said in a consultation period alongside other information when making a decision. • To assist with consideration, the service area will aim to complete a written response to the feedback.

Consultation webpage

Title of webpage:

Proposed SEND Resourced Provision at St Mary's C of E Primary and Woodlands Community College Consultation

Shortened web link (if applicable):

www.southampton.gov.uk/SEN-Unit-Consultation

Wording of page:

Southampton City Council is consulting on proposals to open two SEND Units in mainstream Schools in Southampton.

The first would be placed in St Mary's C of E Primary school. The unit would provide 8 places to primary pupils that have Moderate Learning Difficulties with associated Speech, Language and Communication needs and/or Autism.

The second would be placed at Woodlands Community College. It would provide 8 places to secondary pupils that have Social, Emotional and Mental Health needs.

Pupils placed in both units will have Education, Health and Care Plans and may come from any area of Southampton City to attend the setting.

We would like to hear your thoughts on the proposals and any impacts or alternative suggestions you would like us to consider. Now is your opportunity to have your say.

Please complete the following questionnaire to read more about the proposals and to give us your views: [*insert survey link TBC*](#)

The consultation closes Sunday 21 January 2024.

You can also email your consultation feedback or queries to yourcity.yoursay@southampton.gov.uk

Paper copies of the questionnaire can be requested to be printed at Southampton Libraries or printed yourselves by downloading the paper version in additional information below.

Additional information:

Paper version of the questionnaire [\(LINK TO PDF TBC\)](#)

Frequently asked questions (FAQs) [\(Link to PDF\)](#)

Consultation questionnaire

Background

Southampton City has diverse special school offer that needs to grow in order to meet the changing and growing needs of the population. We are proposing that this growth happens alongside the mainstream school offer in the city in the form of Special SEND units.

Southampton City Council is therefore consulting on proposals to open two SEND Units in mainstream Schools in Southampton.

The first would be placed in St Mary's C of E Primary school. The unit would provide 8 places to primary pupils that have Moderate Learning Difficulties with associated Speech, Language and Communication needs and/or Autism.

The second would to be placed at Woodlands Community College. It would provide 8 places to secondary pupils that have Social, Emotional and Mental Health needs.

Pupils placed in both units will have Education, Health and Care Plans and may come from any area of Southampton City to attend the setting.

Proposals for St Marys Primary School

We are proposing to open a unit for 8 pupils with moderate learning difficulties and associated speech language and communication needs and/or autism in St Mary's C of E School. This would be housed within the current school building within its own area with access to its own toilet facilities. It would have access to the main outside space of the school and would be supported by its own team of staff.

Q. To what extent do you agree or disagree with the proposed unit for St Mary's C of E School?

- Strongly agree
- Agree
- Neither
- Disagree
- Strongly disagree

Q. What impact do you feel this may have on you, your family or the wider community?

- A very positive impact
- A fairly positive impact
- No impact at all
- A fairly negative impact
- A very negative impact
- Don't know

Q. If you disagree, or have any comments, impacts, suggestions or alternatives you feel we should consider, please provide details:

Proposals for Woodlands Community College

We are proposing to open a unit for 8 pupils with social, emotional and mental health needs at Woodlands Community College. This would be housed in its own building separate to the main site. It would have access to its own toilet facilities and outdoor space. Pupils in attendance would be supported by a dedicated team of staff in the setting.

Q. To what extent do you agree or disagree with the proposed unit for Woodlands Community College?

- Strongly agree
- Agree
- Neither
- Disagree
- Strongly disagree

Q. What impact do you feel this may have on you, your family or the wider community?

- A very positive impact
- A fairly positive impact
- No impact at all
- A fairly negative impact
- A very negative impact
- Don't know

Q. If you disagree, or have any comments, impacts, suggestions or alternatives you feel we should consider, please provide details:

About you

Q. Which of the following describe your interest in the consultation? (Tick all that apply)

- Parents and carers of children and young people at St Mary's Primary School or Woodlands Community College
- Parents and carers of children and young people with an Education, Health and Care Plan
- As a resident of Southampton
- As a resident elsewhere
- As someone who works, visits or studies in Southampton
- As a private business
- As a public sector organisation
- As a third sector organisation (Voluntary groups, Community groups, Charities)
- As an employee of Southampton City Council
- As a political member
- Other, please specify:

Q. (Individuals only) What is your postcode? (This is used for geographical analysis only and will not be used to contact or identify you)

Q. (Individuals only) What is your sex?

- Female
- Male
- Prefer not to say

Q. (Individuals only) Is the gender you identify with the same as your sex registered at birth?

- Yes
- No
- Prefer not to say

If no, please write in gender identity:

Q. (Individuals only) What is your age?

- Under 18
- 18 – 24
- 25 – 34
- 35 – 44
- 45 – 54
- 55 – 64
- 65 – 74
- 75 +
- Prefer not to say

Q. (Individuals only) How would you describe your ethnic group?

- Asian / Asian British
- Black / African / Caribbean / Black British
- Mixed or Multiple ethnic groups
- White British
- White Other
- Other ethnic group
- Prefer not to say

Q. (Individuals only) Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

- Yes
- No
- Prefer not to say

If yes, do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

- Yes, a lot
- Yes, a little
- Not at all
- Prefer not to say

Businesses and organisations

Q. (Businesses and organisations only) Can the name of your business or organisation be attributed to your response?

- Yes
- No

Q. (Businesses and organisations only) Can we contact you about your response to this consultation

- Yes
- No

Q. (Businesses and organisations only) If yes, please provide us with the following details:

- Business or organisation name:
- Contact name:
- Contact email:

What happens next?

The consultation closes on Sunday 21 January 2024. After this date, all feedback will be analysed and considered before a final decision is made.

Q. Would you like to be emailed a copy of your response to this consultation?

- Yes
- No

Q. If yes, please provide the following details. This will only be used to send you a copy of your response.

Name:
Email:

Thank you for your time, please click submit to complete the survey.

The information collected about you during this survey will only be used for the purposes of research. We may use it to contact you about this. We will only share your information with other organisations or council departments if we need to. We may also share it to prevent, investigate or prosecute criminal offences, or as the law otherwise allows. Please be aware that any comments given on this form may be published in the report. However, the council will endeavour to remove any references that could identify individuals or organisations. Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data, and we can provide a copy if you are unable to access the Internet.