

Stakeholder Involvement Report - Short Breaks Contract Development

Executive Summary

This report provides an overview of stakeholder involvement in the development of the Short Breaks contract, focusing on contributions from Havering SEND Family Forum and the Havering SEND Family Voice Forum. The purpose of this engagement was to ensure that parent and carer perspectives were integrated into commissioning decisions and framework design.

Key engagement dates include planning discussions in May and June 2025, active participation in working group meetings during July and September, and follow-up communications in November. These interactions encompassed listening to sessions, voting on framework options, and collaborative planning for procurement and quality assurance.

Major contributions from stakeholders included feedback on family needs, co-production of framework lots, and strategic input on inclusive activities and engagement strategies. Their involvement shaped the structure of the procurement framework and informed market engagement approaches.

Overall, this collaborative process strengthened the Short Breaks contract by embedding parent voice into its design, ensuring that services align with the needs of families and support improved outcomes for children and young people.

1. Purpose

To document the timeline and nature of engagement with Havering SEND Family Forum and the Havering SEND Family Voice Forum in the co-production of the Short Breaks commissioning framework and contract development.

2. Engagement Timeline

Date	Type of Engagement	Details & Contribution
23Sep23	Survey	Feedback collected from families about Short Breaks. The survey results are helping shape Havering's future SEND strategy, ensuring family voices guide service improvements.
24Feb25	Working Group	Fortnightly meetings to inform Short Breaks developments. Membership consisted of senior staff from: Commissioning Brokerage Quality Assurance

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		Procurement Legal Finance Head of Service Safeguarding Strategic Manager Children with Disabilities (CWD) Operational Manager CWD Havering Parent Voice Network
16May25	Teams	Survey evaluation and preparation for Short Breaks contract kick off.
19May25	Email & Planning	Discussion on Short Break listening sessions before summer holidays for wider parent feedback.
11Jun25	Email & Session Setup	Clarified purpose of listening sessions; theme set as “support for parent carers;” planned overview from CWD team and parent feedback sharing.
23Jul25	Email	Shared resources (Support & Activities Padlet)
25Jul25	Working Group Meeting	Parent Voice represented during group discussions on procurement and legal implications for Short Breaks.
01Sep25	Procurement Framework Meeting	Havering SEND Family Forum attended Short Breaks Procurement Framework Working Group; contributed to decisions on structure, onboarding, and quality assurance for providers.
02Sep25	Voting on Framework Options	Havering SEND Family Voice participated in meeting follow-up; reviewed and voted on term length and framework structure options.
12Nov25	Email & Future Planning	Confirmed catch-up meetings with commissioners; shared feedback from families on activity access; proposed “Pupil Voice Activity” initiative to link with Short Breaks work.
12Nov25	Children’s Focus Groups	Proposed for Autumn Term 2025 in collaboration with the Primary Inclusions Network of schools.

3. Key Contributions

- Feedback Channels: Parent Voice provided insights via surveys and listening sessions, highlighting gaps in activity access and support for families.
- Co-Production: Active involvement in shaping framework lots and governance through Working Group meetings.
- Strategic Input: Suggested initiatives like inclusive activity clubs and linked engagement with schools to Short Breaks planning.

4. Impact on Contract Development

- Informed framework design (open lots, flexible onboarding, quality assurance).
- Influenced engagement strategy, ensuring parent/carer voice integrated into commissioning decisions.

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- Supported market warming and provider consultation to align offers with family needs.

Next Steps

- Schedule follow-up with Havering SEND Parent Forum to co-produce the Short Breaks Framework tendering and implementation progress.
- Incorporate feedback from planned focus groups including children and young people.