

Isle of Wight SEN Reforms Implementation Workstream Terms of Reference

EHC Plans

Definition

These terms of reference represent the requirements of the EHCP workstream within the Isle of Wight programme to deliver the SEN Reforms with effect from 1 September 2014.

There are seven key principles underpinning the SEN Reforms:

- Involvement of children and young people and parents/carers at the heart of the legislation;
- More co-ordinated assessment process: new 0-25 Education, Health and Care Plan;
- Education, Health and Care services to commission services jointly regarding SEN and disability;
- Local Authorities to publish a clear, transparent Local Offer of services;
- New statutory protections for young people aged 16-25 years; stronger focus on preparing for adulthood;
- Offer of a personal budget for families and young people with a Plan and extending choice and control over their support;
- All SEN duties to apply equally to all schools including Academies and Free Schools.

Workstream Requirements

To achieve these principles specific to the EHCP workstream the following core areas of activity will be required:

- Process
- Approach for Post 16s Statement to EHCP
- Guidance and format of IW EHCP
- Guidance and format of non-statutory EHCP
- 'Our Story' format and guidance
- 'My Story' format and guidance
- Annual Review process
- Training, briefings and publications

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Working group members

	Name	Organisation
Workstream Lead	Kate Symes	SEN Service Manager, IW Council
Working group members	Heidi Carden	Senior SEN Casework Officer, IW Council
	Caroline Carpenter	Educational Psychologist, Southampton & Isle of Wight Psychology Service
	Sara Frost	Social Worker, IW Council
	Dorothy Harrington	Parent Partnership Office, IW Council
	Jane Heath	Team Manager, Children and Young Peoples Disability Service, IW Council
	Sue Holman	Teacher, Medina House School
	Michelle Jones	Commissioning Manager, IW Clinical Commissioning Group
	Joanne Rees	SENCO, Greenmount Primary School
	Becky Revert	Manager, Speech Language & Communication Service, NHS Trust
	Petra Robinson	Sensory Support Team Leader, IW Council
	Julie Stewart	Headteacher, Medina House School
	Amanda Tickle	People Matter, Isle of Wight
	Jane Walker	Paediatric Physiotherapist, NHS Trust
	Clare Wallace	Paediatric Occupational Therapist, NHS Trust

Role of workstream members

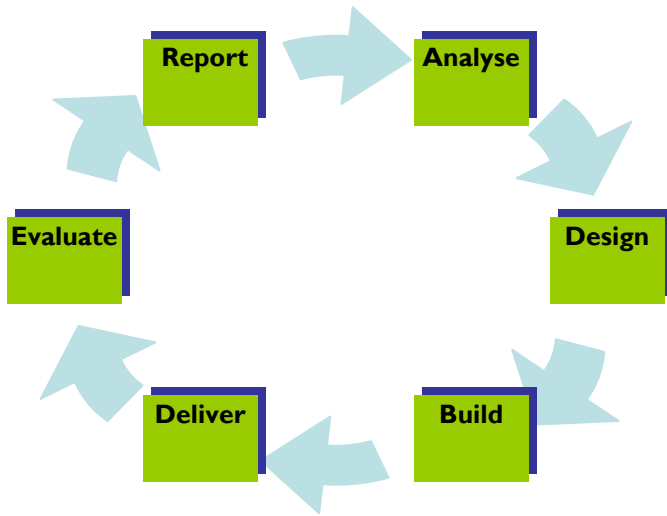
The purpose and role of workstream members:

- This is a delivery role to shape and facilitate the delivery of the requirements set out by the Government for the workstream. This does not mean they have to undertake all the work allocated to them themselves, but to utilise the expertise and capacity available within the broader community that they represent.
- Represent the interests of their broader community.
- Attend meetings and workshops as agreed and agree a deputy/alternative representative if attendance is not possible.
- To communicate broader messages about the SEN Reforms Implementation programme on the Isle of Wight within their respective organisations/community.
- To be responsible for specifying the needs and benefits required of those who will use the projects products.
- Where resource constraints exist they will be required to facilitate these to meet the requirements of the project, or raise an issue to be escalated through the Isle of Wight SEN Reforms Implementation Lead Officer and the Project Manager in the first instance.

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Process

The following is an outline approach to the key steps required to deliver the requirements of the workstream.



Meeting frequency and duration

Meetings will be fortnightly initially to develop the momentum and requirements of the workstream. This is due to the short timescale for delivery by 1 September 2014. Any workshops will be scheduled as required with appropriate stakeholder representation to enable the delivery of solutions that will work in practice. Meetings for the workstream will run from March 2014 through to March 2015.

Reporting

Checkpoint Reports will be required from the Workstream Lead one week prior to each scheduled SEN Reforms Implementation Group meeting and sent to the Project Manager and SEN Reforms Implementation Lead Officer. This will commence from March 2014. A common template has been provided for all three workstreams, plus Health and requires a short concise summary including:

- RAG status (Red, Amber or Green)
- Summary of progress
- Completed actions
- Issues/risks identified or arising
- Actions planned for the next period

Key milestones

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Key actions

A high level action plan has been developed and agreed with workstream members. This is attached and will be developed further in to a detailed set of requirements to inform the overall Programme Plan.