



		Reporting period	27 March to 30 April 2014
Project name	Isle of Wight SEND Reforms Implementation Programme	Project start date	January 2014
Author/project manager	Lynn Mead, Project Manager Chris Jones, IoW SEND Reforms Implementation Lead Officer	Baseline end date	31 March 2015
Executive	Steve Crocker, Deputy Director (Children and Families) Children's Services	Forecast end date	31 March 2015
		Current status	Amber

1 Delivery history

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G	G											
Schedule Status	A	A											
Overall Project Status	A	A											

Key	Red	Serious problems and out of tolerance
	Amber	Significant problems but PM has containment plan
	Green	No problem or minor issues

2 Management summary

- 2.1 Accepting that the programme is still in the development phase, good progress is being made. There is clear evidence of momentum within the workstreams, and encouraging participation and engagement across all partners within the programme.
- 2.2 Workstream leads are finding that workshop-style sessions are well attended and are enabling positive engagement, participation, co-production and progress to be made.
- 2.3 Overall activity during the last month has continued to focus on engaging representatives and facilitating the development of the programme plus:
 - Progress meeting with Councillor Priest, Cabinet Member for Children's Services, who will Chair the Implementation Board from the May meeting onwards;

- Further positive progress meeting with André Imich, SEN and Disability Professional Adviser, Department for Education, 10 April – a follow up is planned for end May (six weeks from the last meeting). Further detail is shown in the next section of this report;
- Engagement with Communications colleagues to commission the significant requirements for the SEND Reforms, including discussions around the development of a summary strategy, detailed “Spot Plan” of activity, web pages and the need to publish information urgently on the Reforms that “Change is coming”;
- Engagement meeting with Adult Social Care and Adult Health colleagues to ensure they are represented throughout the programme and that they recognised the post 18 issues from the Children and Families Act Reforms;
- Publication of two documents from the DfE and DoH:
 - **Implementing a new 0 to 25 special needs system: LAs and partners** – statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities. This includes an indicative transition timeline and an appendix specifying the sections that must be included within the EHCP format;
 - **Final consultation on the Code of Practice** – A revised draft special educational needs and disability code of practice: 0 to 25 years. A formal request for consultation responses by 5pm Tuesday 6 May 2014 on two specific areas that have changed.
- Mott MacDonald, DfE Support Agency for the SEND Reforms/Pathfinder programme, have published their latest Information Packs with evidence of developments within other local authorities across the Country including:
 - A summary of latest material;
 - 0-25 Co-ordinated Assessment Process and EHCP;
 - Engagement and participation of parents/carers, children and young people;
 - Joint commissioning;
 - Personal Budgets;
 - Preparing for Adulthood;
 - Local Offer.

These can be found using this link:

<http://www.sendpathfinder.co.uk/infopacks/>

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- 2.4 There is clearly a lot more work to be undertaken and this is being approached in a structured manner. The initial key milestone still remains the enactment date of the Children and Families Act from 1 September 2014.
- 2.5 Looking forward the focus of activity is on:
- Digesting and analysing the content of the draft Code of Practice and implementation guidance for workstream impacts;
 - The on-going development of the detail within each workstream;
 - Planning and delivering communications related activity;
 - Development of post 18 preparing for adulthood requirements;
 - Developing the Local Offer Designated Officer and on-going Project Management role for the programme;
 - Bringing a forward plan of specific developments within the workstreams to each Implementation Board meeting.
- 2.6 An overall Project Plan will be produced, compiled from the workstream Action Plans, and brought to the May Implementation Board meeting.
- 2.7 The overall programme remains as “Amber” due to the scale of the task in implementing solutions ready for enactment by 1 September 2014 with overstretched and finite staff available within both the Council and CCG.

3 Department for Education progress update

- 3.1 Following André Imich’s second progress meeting on the Isle of Wight 10 April 2014, his emailed feedback was as follows:

“Key points that I noted are:

- Parents are centrally involved in the strategic **SEND Implementation Board**. From May, the Board will be chaired by the Lead Member for Children's Services.
- **The Local Offer group** - 3 subgroups. Parents on all three. 1) school and college offer. 2) web/IT group 3) Area offer including health and social care services. Communications and engagement with service users and providers is underway. Participation events held for parent carer (one was facilitated by National PCF). A leaflet for parents about the reforms is now in wide circulation. Online surveys of parents in place. Community events planned for summer term.

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- Schools - all SENCOs now briefed and reportedly reassured about changes. Two events for heads and governors in June.
 - The LA is confident that by Sept the Local Offer will include the LA expectations of provision, the school and college offer, and the wider area offer. There is a recognition that more needs to go on to include wider voluntary and community sector, and perhaps Preparing for Adulthood.
 - **Assessment and EHCP.** Lots of parental involvement. Schools, college and CCG also engaged. Aiming to have 4 age-versions of My Story. Parent Voice helping, as is one of the special schools.
 - Process of assessment being worked out. Basing it on Early Support model with a lead 'case-worker'/ 'co-ordinator'. Concern about health understanding of the legal system and their commitment to timescales.
 - Parents value EHCP being outcomes-focused rather than service-led. Also want clear accountability - who is doing what.
 - Trialling/ Piloting – We agreed at the meeting that there will be some pilots with a small number of under-fives and post-16s.
 - **Personal budgets** - parent reps are running a facilitation group. You are exploring whether to use a RAS or a banding system. There appear to be issues re direct payment practice in adult social care which may be 'clouding' this development. There are plans to do paper pilots of SEN PBs, but when we explored the detail, I did feel the learning would be fairly limited unless it related to EHCP outcomes. I recommended that the EHCP and PB leads work together rather than develop their areas in isolation.
 - **Young people engagement** - "Not enough yet" was the shared view. However there are plans to secure this, through a social care YP group, special school groups, and YP engagement is developing models for My Story.
 - **Support needs.** The LA is accessing support from Hampshire and other SE7 LAs and feels that this has been excellent.
 - **Parents** commented how well engaged they feel in the LA's reform work and how much they value it.

In summary, since last visit 7 weeks ago, there has been much planning and activity and there is encouraging evidence of progress. I do feel you have moved on well in a short space of time. However, there is still a long journey towards being compliant by September. I am arranging a return visit in six weeks to meet with the leads for EHCP, local offer and PBs, focusing on a range of issues related to implementation.”

4 Summary Pathfinder workstream progress

4.1 The table below sets out the summary progress status for the three workstreams. Detail on each workstream is set out within the Annex’s to this report.

Table 1: Summary progress of the Isle of Wight SEN Reforms Implementation programme workstreams

Workstream	Hampshire Area Lead	RAG status March 2014	RAG status April 2014	Reason for RAG status change
Local Offer	<i>Jackie Boxx</i>	Amber		
Education, Health and Care Plan (EHCP)	<i>Kate Symes</i>	Green		
Personal Budgets	<i>Rob Winfield</i>	Amber		

5 Focus of project management activity for the next month

- Meeting with workstream leads and Health lead to ensure momentum is maintained;
- Liaising with the Communications lead to help facilitate the requirements;
- Facilitating the website development; Charlotte Mallows will receive training on her return from leave after 12 May 2014 to enable her to develop the content with the workstream leads, and keep the webpages up to date in liaison with the Communications lead;
- Forward planning meeting with the Implementation Lead officer.
- Produce the Highlight Report , including a high level Project Plan for the Implementation Board meeting.

Note Project Manager leave: 22 May to 6 June 2014.

6 Individual workstream reports

6.1 For clarity and ease of reference each workstream updates are now shown at the end of the Highlight Report in separate annexes as follows:

Annex 1 Local Offer

Annex 2 EHC Assessment and Plan

Annex 3 Personal Budgets

Annex 4 Health.

7 Action required by the Implementation Board

7.1 The specific points to note within this report are:

- Progress with the three workstreams;
- André Imich feedback on progress to date.

Date of next meeting: Wednesday 21 May 2014

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Isle of Wight SEND Reforms Implementation Board

Annex I: Local Offer Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **Local Offer**
Period covered **27 March to 30 April 2014**
Date **23.4.14**
Author **Jackie Boxx**

I. Overall RAG status for workstream

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G	G											
Schedule Status	A	A											
Overall Project Status	A	A											

Key	Red	Serious problems and out of tolerance (i.e. project timeline)
	Amber	Significant problems but Workstream Lead has containment plan to deliver requirements
	Green	No problems, or minor issues only

II. Summary of progress since last Implementation Group

- Confirmed the infrastructure to support the development with expanded membership of the Local offer group and revised terms of reference (attached);
- Meeting of the Local Offer group - 22. 4.14;
- Meeting of the three subgroups - 22 .4. 14.

III. Activities completed during this period

- Meeting of the Local Offer group - 22. 4.14;
- Initial meeting of the subgroups (school offer, area wide offer and web/IT) - 22 .4. 14 and the action required from April – September identified;
- Meeting between Local offer lead and representative from Home educators;
- Co-produced definition and scope of the project;
- Additional research and review of the pathfinder websites to determine the design and navigation/functionality of the website by the IT leads. The presentation format of the website agreed - to be based on key ages and transition points;

- Engagement of parents to draft the questions (based on SE7 framework) that will provide the framework of the template for schools and health providers to publish their local offer. This has included an on-line questionnaire via Parents Voice;
- Initial identification of the universal and targeted health services to be included.

IV. Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved

- Sufficiency of staffing resource. The Local Offer Lead's capacity in terms of time has been raised as a problem and this is intended to be resolved through the recruitment of additional staffing;
- Ensuring representation and engagement of all providers.

V. Work planned for next period (including any deadlines)

- Agree the template for the school offer and test with at least two schools;
- Agree template for area wide health offer and test populating with one GP practice;
- Framework for developing the Local Offer for a range of providers agreed;
- Work to begin on the school offer expectation with parents.

VI. Risks identified

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

Risk No	Summary of Risk	Probability (H,M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	Lack of staff capacity	H	H	Recruit additional staffing
2	Resource for website development	M	H	Involvement of IT and web colleagues from outset Financial resource identified to support commissioning if required Procurement processes reviewed within next month.

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Isle of Wight SEND Reforms Implementation Board

Annex I: Local Offer Checkpoint Report

Risk No	Summary of Risk	Probability (H,M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
3	Ensuring ownership by parents given the short timeframe for developing the Offer	M	H	Set up sub-groups within the Local offer task & finish group to secure wider parental participation

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Isle of Wight SEND Reforms Implementation Board

Annex 2: EHCP Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **EHCP**
Period covered **27 March to 30 April 2014**
Date **23/4/2014**
Author **Kate Symes**

I. Overall RAG status for workstream

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G	G											
Schedule Status	G	G											
Overall Project Status	G	G											

Key	Red	Serious problems and out of tolerance (i.e. project timeline)
	Amber	Significant problems but Workstream Lead has containment plan to deliver requirements
	Green	No problems, or minor issues only

II. Summary of progress since last Implementation Group

- Draft EHCP developed; in depth discussion due Friday 25 April;
- Feedback received from Parents' Voice and People Matter re layout and content;
- Feedback received from special school pupils re layout and content;
- Other LA EHCPs scrutinised;
- Post 16 input member vacancy resolved;
- Additional members co-opted to facilitate all agency input.

III. Activities completed during this period

- Identification of statistical neighbours;
- Working groups for EHCP layout, content, relevance of appendices;
- Information gathering from parents and pupils;
- Analysis of statutory process and possible changes;
- Comparison of other LA EHCPs;

- Draft EHCP drawn up.

IV. Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved

- No member for Post 16 input – now resolved due to recruitment of Andrew Briggs;
- No member from IW College – invitation sent, response received that someone will be identified but no feedback as to who this will be as yet;
- Health colleagues’ task to scrutinise non-statutory EHCPs still on-going – to be flagged up at next meeting.

V. Work planned for next period (including any deadlines)

Workshop activity on draft EHCP:

- Parents and school staff to work on My Story/Our Story;
- Health, education and social care staff to work on current Appendices and amendment for inclusion into new EHCP;
- Statutory process scrutiny by current education staff;
- Feedback from working groups on topic of focus.

VI. Risks identified

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

Risk No	Summary of Risk No post 16 representation	Probability (H,M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	No LA post 16 representation as staff member on maternity leave	M	M	Headteacher of Special School member of group, also secondary SENCO will attend workstream. RESOLVED.
2	Unclear who will take on roles of facilitator and co-ordinator for writing EHCP	M	M	Research Pathfinder actions/findings. Highlight realistic potential staff in IoW and research capacity.

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Isle of Wight SEND Reforms Implementation Board

Annex 2: EHCP Checkpoint Report

Risk No	Summary of Risk No post 16 representation	Probability (H,M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
3	Raising Awareness	M	M	Discuss use of government budget to employ/commission outside agency to manage this to ensure efficacy and high standard

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Isle of Wight SEND Reforms Implementation Board
Annex 3: Personal Budgets Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
 Work stream **Personal Budgets**
 Period covered **27 March to 30 April**
 Date **23 April 2014**
 Author **Rob Winfield**

I. Overall RAG status for workstream

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	A	A											
Schedule Status	A	A											
Overall Project Status	A	A											

Key Red Serious problems and out of tolerance (i.e. project timeline)
Amber Significant problems but Workstream Lead has containment plan to deliver requirements
Green No problems, or minor issues only

II. Summary of progress since last Implementation Group

- .

III. Activities completed during this period

- .

IV. Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved

- .

V. Work planned for next period (including any deadlines)

- .

VI. Risks identified

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

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Isle of Wight SEND Reforms Implementation Board

Annex 3: Personal Budgets Checkpoint Report

Risk No	Summary of Risk	Probability (H, M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	If the Work Stream decides to run a Personal Budget pilot on the Island there will be a budget pressure for the Isle of Wight Council	H	H	The budget pressure for the pilot could be managed by using funds from the grant issued for EHC plans from the DfE.
2	The pressure to provide this pilot by the middle of July at the end of the academic year	H	H	We are managing this by supporting the work stream group with information from other Local Authorities and by having the first two work stream groups within a week thus giving the project a clear launch.
3				

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Isle of Wight SEND Reforms Implementation Board




Annex 4: Health key stakeholder Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **Health**
Period covered **March – April 2014**
Date **23rd April 2014**
Author **Rachael Hayes/Michelle Jones**

- **Overall RAG status for workstream**

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status													
Schedule Status													
Overall Project Status													

Key		Serious problems and out of tolerance (i.e. project timeline)
		Significant problems but Workstream Lead has containment plan to deliver requirements
		No problems, or minor issues only

- **Summary of progress since last Implementation Group**

The Isle of Wight CCG is fully committed to support the Local Authority with the implementation of the SEND Reforms.

- **Activities completed during this period**

- The CCG Leads for children and young people are members of all workstreams and have fully participated in all requests to date. Co-opted members from the NHS Trust are also members of both the EHCP workstream and Local Offer workstream;
- The CCG have set up a Health SEN Implementation Group workstream to discuss the implications of the SEND reforms for Health and to plan the way forward;
- The CCG Leads have regular meetings set up with the Isle of Wight/Hampshire Project Manager.

- **Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved**

- This is a challenging time as the information to support the reforms has not been forthcoming particularly for Health. DfE and DH are currently

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Isle of Wight SEND Reforms Implementation Board

Annex 4: Health key stakeholder Checkpoint Report

consulting on the revised EHC plans and have not yet published the revised code of practice which is impacting on current planning.

- Issues exist regarding implications for personal budgets with no statutory guidance around Health responsibility for funding.
- Issue regarding no Community Paediatrician to take on Designated Doctor Role.
- **Work planned for next period (including any deadlines)**
 - CCG briefing paper to be presented to CCG Clinical Executive in May, for information, progress and discussion on impact of reforms for Health;
 - Regular meetings to be set up for Health SEN Implementation Group workstream;
 - Meeting to take place with Suzanne Dobson, Hampshire CCG Joint Child Health Commissioner.

- **Risks identified**

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

Risk No	Summary of Risk	Probability (H, M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	Limited Staff to take forward necessary work required.	H	H	Forwarding planning for prioritisation of workload of CCG Lead and Commissioning Manager.
2	Lack of Funding to support various roles including Designated Doctor and project support.	H	H	Identification of hidden health costs in relation to SEN reforms. Discussion with CCG Execs and NHS Trust re options around who this could be other than a paediatrician.