

		Reporting period	1 May to 21 May 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

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	G										
Schedule Status	A	A	A										
Overall Project Status	A	A	A										

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

Management summary

Momentum has been maintained within the three workstreams with a clear focus on deliverables required for 1 September 2014. There remains good engagement to support the required cross agency and key stakeholder joint working. Key work is being undertaken in determining what will and should be available from 1 September and what will continue to be developed over the forthcoming year.

Key developments are as follows:

- Development of a poster and requirements for a “launch” on the SEND Reforms from 2 June 2014. In addition to the poster this will include social media (Facebook/Twitter), media briefing, SEND Reforms website plus a range of targeted briefings;
- Liaison with workstream lead officers regarding project deadlines for each strand of activity to enable an outline Project Plan to be brought to the June Implementation Board meeting;

- Version 3.1 of the EHCP format produced, along with a draft single appendix format. It is intended that a single consistent format be used for all professional appendices completed. The final draft of the EHCP format, Our Story, My Story, appendices and business process will be brought to the July Implementation Board meeting.
- The Local Offer workstream continues to make good progress working with parents to develop the IT framework, content to be collected from providers/services and how this could be scheduled.
- Good development of Personal Budget proposals examining the personal budgets process, methods of the assessments process and assessments required by a Disability Resource Panel without increasing existing workload. Proposed development of a co-produced Personal Budget Assessment Tool.

An overall Project Plan will be produced, compiled from the workstream Action Plans, and brought to the May Implementation Board meeting.

The next meeting with André Imich from the Department for Education is scheduled for Wednesday 11 June 2014.

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.

Summary Pathfinder workstream progress

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>	<i>Amber</i>		
Education, Health and Care Plan (EHCP)	<i>Kate Symes</i>	<i>Amber</i>		<i>Volume of work and required resources to achieve the requirements particularly relating to assessment co-ordinator roles and conversions of existing statements and s139a LDAs to EHCPs</i>
Personal Budgets	<i>Rob Winfield</i>	<i>Amber</i>		

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 website development training August 2014 – in the interim Andy Newman, Communications will facilitate the upload of content for the June launch;
- Forward planning meeting with the Implementation Lead officer.
- Analysis of the Revised draft Code of Practice to determine briefing requirements (presentation material), cross references between chapters and issues/developments required for implementation;
- 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.

Individual workstream reports

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

<i>Annex 1</i>	<i>Local Offer</i>
<i>Annex 2</i>	<i>EHC Assessment and Plan</i>
<i>Annex 3</i>	<i>Personal Budgets</i>
<i>Annex 4</i>	<i>Health</i>
<i>Annex 5</i>	<i>Adult Social Care.</i>

Action required by the Implementation Board

The specific points to note within this report are:

- Progress with the three workstreams;
- Publicity launch on the SEND Reforms on 2 June 2014;
- Trial conversion of a Post 16 s139a in to EHCP to be undertaken over next month;
- The Personal Budgets work stream is now confident that a basic Personal Budget will be available to children who are subject to an Education Health and Care Plan on the 1 September 2014 as laid out in the Children and Families Act 2014.

Date of next meeting: Wednesday 25 June 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 **I – 21 May 2014**
Date **14.5.14**
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	G										
Schedule Status	A	A	A										
Overall Project Status	A	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

- Membership of the group completed and terms of reference signed off
- Meeting of the Local Offer Group – 8/5/14
- Consideration and exploration of what is achievable by September 14 and onwards to September 15 to set the success criteria and to manage expectations.

III. Activities completed during this period

- Meeting of the three sub-groups – 8/5/14
- More detail added to workstream action plan
- Researched, explored and agreed content headings and format for the template for publishing the school offer.
- Continued co-working and engagement with parents regarding development of the website – specifically agreeing possible format for the home page and noting questions that are likely to cover frequent searches with agreement that advice on how to use the site effectively & signposts for help with it, need to be provided.
- Reviewed/researched pathfinder authority statement of expectation regarding provision that will be available in the area – agreed to take aspects from Calderdale & Devon to shape the format

- Revised the content and format of the template for health providers' local offer following initial drafting and feedback following format being tested against two GP practices.
- Agreed the core health providers who will have published content by Sept 14 (GPs, Public health, speech and language), by January 15 (physio, OT, CAMHs, sexual health), and Sept 15 (dentistry, audiology, podiatry..)
- Meeting with SENCOs – 29/4 to raise awareness of the reforms, their implications for schools and requirements for publishing the local offer.
- Initial identification of groups to be included within communication strategy.

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

- Discussion and action relating to the development of the social care offer and transition to adulthood has yet to begin due to lack of representation at meetings. Personnel have now been identified and are committed to attending or sending representatives as required.
- Concerns from schools, particularly small schools' on the capacity to deliver the offer, within the current environment of funding cuts. It will be important for the LA expectation of the schools offer is realistic but that is challenging in setting a minimum standard. The need was also highlighted of using the Local Offer developments to encourage network or clusters of expertise/outreach support that can be appropriately signposted.
- Clarity and consensus on the minimum number of services/providers that needs to be in place to meet the legal requirement for September 14 is needed.

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

- Agree and finalise template for the school offer & ensure match with clause 65 school (information) requirements
- Draft guidance for schools completing the local offer
- Finalise template for health offer and draft guidance for its completion
- Test health offer template and guidance with health provider.
- Agree home page format for the The Local Offer website
- Begin drafting LA expectation of the area wide local offer for education, health, care and leisure.
- Engaging with SENCOs and headteachers to enable shared understanding and implications of the reforms.

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.
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
4	Managing expectations	H	M	Communication strategy needs to underline the critical changes being on streamlining processes and empowering parents and young people and influencing the commissioning of provision rather than providing more.

VII. Any other business

None identified.

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Annex 2: EHCP Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **EHCP**
Period covered **1 – 21 May 2014**
Date **13.05.2014**
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	A										
Overall Project Status		G	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

- Version 3 and Version 3.1 of EHCP format produced
- Appendices draft single format produced.

III. Activities completed during this period

- Update to Version 2 of EHCP following meeting 06.05.14; Versions 3 and 3.1 now developed.
- My Story/Our Story - set up four versions similar to Southwark example seen by Dorothy Harrington.
- Set up working group to further discuss appendices and how they will slot into EHCP as one version - draft presented at meeting 06.05.14; services to trial completion and feedback for 19.05.14.
- Use and reference to EHCP Checklist alongside draft IW EHCP format.
- Appendices draft format produced and discussed – to be trialled by professionals and brought back 19.05.14

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

- Issue of funding where need is primarily physical/medical - clarify re continuing care needs - Not yet received; still ongoing with Health colleagues.

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

- Post 16 transitions: trial conversion of S139a to EHCP to be undertaken; current S139a students on EMS to be transferred to EHCP to capture data
- Appendices draft format to be trialled by professionals and brought back 19.05.14
- Piloting EHCP for one EY child and one 16+ student.
- Glossary of terminology.
- Clarity re transition phases and ages across health and social care.
- Workstream to be divided into four sub-groups to maintain momentum in progress.
- Investigation into training for professionals.

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	Decisions for final EHCP format			
2	Large mixed group			Now to be divided into four subgroups within workstream
3				

VVI. Any other business

None identified.

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Annex 3: Personal Budgets Checkpoint Report

Project	Isle of Wight: SEN Reforms Implementation Programme
Work stream	Personal Budgets
Period covered	1 to 21 May 2014
Date	13 May 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	A										
Schedule Status	A	A	A										
Overall Project Status	A	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

The Personal Budget work stream has now met on three occasions to consider the implementation of Personal Budgets for disabled children on the Isle of Wight. The third meeting was an all day workshop facilitated by one of the parents who is a regular member of the group.

This workshop enabled the group to have an open free flowing discussion around some of the key issues in regard to Personal Budgets while considering how the process we create links into the other two work streams. Therefore the group made a clear decision to share the minutes with the other two work streams for continuity purposes.

The work stream is now confident that a basic Personal Budget will be available to children who are subject to an Education Health and Care Plan on the 1 September 2014 as laid out in the Children and Families Act 2014.

III. Activities completed during this period

The work stream has spent its time looking at two key areas around Personal Budgets for children. These have been around considering the methods of the assessment process. The group firstly considered the method in which the three organisations would allocate resources. After a lot work the group was clear in its view that it feels the fairest way of allocating children's Personal Budgets was through the use of a Disability Resource Panel. This

Panel would meet from a Social Care perspective to consider the allocation of Personal Budgets for a Social Care need. The Health component of the Personal Budget would receive sign off through the Continuing Health Care Panel (further confirmation around the Health process to be agreed with the Lead Commissioner). Both processes would then feed into the Education Panel where the Plan would be developed. The group is currently developing some flow charts to explain this process.

The other key question the group has been considering relates to the assessments required by the Panels. The group was clear it did not want to increase either the amount of paperwork for parents/carers or professionals. Thus it was agreed that the main assessment tool for a Personal Budget would be the main assessments currently being used by each of the three agencies. Therefore Social Care would use the Children and Families assessment, Health would use a Continuing Health Care Assessment and Education would use the EHC assessment with an Education spine. Alongside these assessments would be an overarching Personal Budget Assessment Tool which would have the role of clearly outlining what the Personal Budget service was and what the cost would be. The Personal Budget Assessment Tool would be completed in co-production with the child when appropriate and their parents/cares, with the intention of getting agreement for the service. However the professional undertaking the assessment will have to assess the need and be able to evidence this assessment.

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

The working group have undertaken considerable work in developing a Personal Budget pilot but until this pilot happens with a small group of children and families it will be difficult to know how the new process will work. The working group has also wanted to be clear that the Childrens Personal Budget system need to have reference to the Adult Social Care and Health Personal Budget process so that, in the words of one parent, we do not simply move the cliff edge from 18 to 25. However I am aware that Adult Social Care is currently reviewing how they deliver Personal Budgets so we need to remain mindful of this.

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

Over the next couple of months we are planning to run a paper Personal Budget Panel which we are aware has been done with other Local Authorities. The role of this meeting is to run through the process of allocating a Personal Budget to a family on paper to check how the process will work with the current Personal Budget working group with the support of a Local Authority budget accountant.

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Annex 3: Personal Budgets Checkpoint Report

When this task is completed the intention is to run a full Personal Budget pilot with eight families over the summer of 2014 to enable all parties to be clear how this process will work. The group decided we should try to make this group up from four families already receiving Direct Payments for part of the care package and four who are not. One of each group from the Special School, Primary and Secondary sectors, and from the mainstream school population and the other two being young adults from post 16.

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	Personal Budgets on the island will cause a budget pressure for the Isle of Wight Council and Health	H	H	The budget pressure for the pilot could be managed by using funds from the grant 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 working at a fast pass thus having to develop the process as we go along
3	This project is still at an early stage; therefore we will gain a greater understanding of risk as the work stream develops.			We will understand more when the pilot commences

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Annex 4: Health key stakeholder Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **Health**
Period covered **1 to 21 May 2014**
Date
Author **Rachael Hayes/Michelle Jones**

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													
Schedule Status													
Overall Project Status													

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

Verbal update to be given at the meeting.

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)

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.

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Annex 5: Adult Social Care key stakeholder Checkpoint Report

Project **Isle of Wight: SEN Reforms Implementation Programme**
Workstream **Adult Social Care**
Period covered **1 to 21 May 2014**
Date
Author **Debbie Morris and Daron Perkins**

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													
Schedule Status													
Overall Project Status													

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

Verbal update to be given at the meeting.

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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Annex 5: Adult Social Care key stakeholder 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?)