Highlight Report 25 June 2014

Isle of Wight SEND Reforms Implementation Board

		Reporting period	22 May to 25 June 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	G									
Schedule Status	A	A	A	A									
Overall Project Status	A	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

There continues to be good progress and good engagement from all stakeholders within the workstreams, as reported in the last Highlight Report. There has been a key focus on raising awareness of the SEND reforms across a variety of audiences.

Key developments over the last five weeks have been:

- The Communications Team have provided excellent support to enable a publicity launch of the SEND Reforms programme Friday 13th June 2014, including:

  - Launch of the SEND Reforms web pages. These will be developed further as material is finalised, brought to the Implementation Board and then added to the web pages.

    www.iwight.com/sendreform

- Advise on communications and Marketing, and attending various meetings with project leads, and workstream groups.

- Adapting material for Island use resulting in the production of a poster.

- Printed poster and flyers.

- Produced banners for use at public events. These were utilised at the Isle of Wight Festival.

- Created Press release about the reforms and sought approvals.

- Created Webpages (www.iwight.com/sendreform), and uploaded information prepared by project team. Continue to maintain and update pages.

- Preparing mail out to schools and key partners.

- Preparing social media activity.

- Local Offer Designated Officer role approved by HR for advertisement;

- DfE announcement 10 June 2014 regarding additional funding in 2014/15 and funding for 2015/16. For the Isle of Wight this results in the following:

		£
2014/15	SEN reform grant	150,000
2014/15	SEN Implementation Grant (new burdens)	141,809 *
2014/15	Total funding	291,809
2015/16	SEN Implementation Grant (new burdens) estimate to be confirmed	99,455 (pro-rata*)

- DfE draft publication "Implementing the new 0 to 25 special needs system: Transitional Guidance" for consultation responses by 16 June 2014 co-ordinated by the Local Government Association (LGA);

- DfE submission of the draft Regulations and Code of Practice to the House of Commons to pass through the Parliamentary process for implementation from 1 September 2014

- DfE letter dated 9 June providing guidance to local authorities on establishing the new mediation arrangements which will come into effect on 1 September 2014;

- Andre Imich, Department for Education, will be making a further visit to the Island on Wednesday 25 June 9-11am.

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 May 2014	RAG status June 2014	Reason for RAG status change
Local Offer	*Jackie Boxx/Andrew Briggs*	*Amber*	*Amber*	
Education, Health and Care Plan (EHCP)	*Kate Symes*	*Amber*	*Green*	*Good progress by workstream and anticipated readiness for Sept 2014 go-live*
Personal Budgets	*Rob Winfield*	*Amber*	*Amber*	

Focus of project management activity for the next month

- Meeting with workstream leads, Health and Adult Social Care to ensure momentum is maintained with the key focus on readiness for 1 September 2014 go-live;

- Progress meeting with Parent Carer Co-ordinator;

- Liaising with the Communications lead to help facilitate the requirements;

- Key activity needs to progress to utilise the Short Breaks Fun Day 25 July (10-4pm) as a marketing opportunity to publicise the SEND Reform programme on the Isle of Wight. A small working group is proposed, with a lead officer, to develop the publicity and presence required on the day;

- Reviewing Joint Commissioning arrangements to bring a short paper to the July Implementation Board meeting;

- Forward planning meeting with the Implementation Lead officer;

- Produce the Highlight Report, including a high level Project Plan for the Implementation Board meeting.

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:

Annex 1   Local Offer

Annex 2   EHC Assessment and Plan

Annex 3   Personal Budgets

Annex 4   Health

Annex 5   Adult Social Care.

Action required by the Implementation Board

The specific points to note within this report are:

- Small working group to be formed with a lead officer to develop the publicity opportunity for the Isle of Wight at the Short Breaks Fun Day 25 July 2014 to enable the SEND Reforms to have a presence;

- Progress with the three workstreams;

- Local Offer lead to be managed by Andrew Briggs due to capacity issues and need to focus on Ofsted inspection priorities;

- Two verbal updates from Personal Budgets and Adult Social Care;

- EHCP workstream now rated as "green" status due to good progress and anticipated readiness for September 2014 go-live.

Date of next meeting: Wednesday 16 July 2014

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Annex 1: Local Offer Checkpoint Report

Project	**Isle of Wight: SEN Reforms Implementation Programme**
Workstream	**Local Offer**
Period covered	**22 May to 25 June 2014**
Date	**18 June 2014**
Author	**Andrew Briggs/Jackie Boxx**

1   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	Green	Green	Green	Green									
Schedule Status	Amber	Amber	Amber	Amber									
Overall Project Status	Amber	Amber	Amber	Amber									

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

2   Summary of progress since last Implementation Group

- Meeting of the Local Offer Group – 04/06/14 & 16/06/14
- Meeting of the three sub-groups (Schools, Area Wide, IT/Website– 16/06/14
- Layout and structure for website discussed and agreed
- Parent/Carer consultation workshop - 06/06/14
- Finalised templates to be used by providers to capture key information for publication, with trial of template by school and health providers
- Homepage page of Local Offer drafted
- Identification of the core pages needed for publication in September 14
- SENCO briefing – 4/6/14
- With effect from this Implementation Board meeting Andrew Briggs will be leading the Local Offer workstream due to capacity issues and the need to focus time on the Ofsted inspection priorities

3   Activities completed during this period

- Continued co-production with parents regarding development of the website

- Structure and functionality for website discussed
- Format and layout for website trial agreed - no more than six "Pages" under each "Section"
- Agreed template for the collection of information for the "Sections" and the "Pages" within the local offer for all groups
- Templates for GPs, school nurses and schools' local offer finalised and tested with a sample of providers..
- Guidance to accompany template completion for health and school
- Reviewed/researched pathfinder authority statement of expectation regarding provision that will be available in the area – agreed to take aspects from York, Calderdale, Medway & Devon to shape the format
- Identified the administration team for uploading to the new website

4   **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 but only attended one meeting (04/06/14)

5   **Work planned for next period (including any deadlines)**

- Produce the live home page format for the "Local Offer" website – June

- Agree LA statement of expectation of the area wide local offer for education, health, care and leisure - June

- Populate the Local Offer website with the piloted Sections (5-11 Years, Health Care, school nurses and GP's) - July

- Produce a timeline for populating further "Sections" and "Pages"- July

- Engaging with SENCO's and headteachers to enable shared understanding and implications of the reforms – 18/06/14 Riverside

- To engage young people in the following activities:
  - Raise awareness through the youth council in July (Andy Newman to arrange)

- o Small focus group of young people to review the web site – Local Offer
        - o 12-15 young person's working group on transition

- Training of the administration team by the web team to support uploading pages and hyperlinks to the Local Offer website.

6   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	M	H	LA Officer Andrew Briggs – Commissioning Manager for 14-19 recently joined. Recruitment for Local Offer Lead from September
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.

I.   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	**22 May to 25 June 2014**
Date	**18 June 2014**
Author	**Kate Symes**

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

Summary of progress since last Implementation Group

Workstream status has moved to "green" due to excellent progress being made in the workstream and the readiness for go-live September 2014 anticipated.

Workstream meetings are well attended and progress is made at each. Feedback is received and acted upon. Additional activities have been added to the action plan and are either resolved or on-going with a view to finalisation at the last meeting in July.

There is representation across all education phases.

Activities completed during this period

- EHCP had been drafted and is now agreed in its final version.
- Appendices format has been trialled and is now agreed and in its final version.
- My Story formats have been setup, discussed, redrafted and are now available in three versions (symbolised versions are being worked on).
- Our Story is now in its final version.

- The statutory process chart has been discussed and is now in its final version.
- Roll out of information to schools, parents etc has been discussed and has been taken on by Comms.
- A glossary of terms has been initiated and is ongoing.

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

- Representation from Social Care colleagues has been inconsistent; nobody has attended the last two meetings.

Work planned for next period (including any deadlines)

- Pilot EHCPs are planned with potentially three CYPs.
- A meeting is planned in a primary school for a member of the workstream to speak to parents and staff about the process and changes in relation to EHCPs.
- Kate Symes is to attend a meeting of Parents Voice to inform parents of the changes in relation to EHCPs.
- Joint agency training is to be looked into.

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	No risks identified			
2				

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	**22 May to 25 June 2014**
Date	
Author	**Rob Winfield**

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

Summary of progress since last Implementation Group

A verbal report will be given at the meeting.

Activities completed during this period

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

Work planned for next period (including any deadlines)

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	**22 May to 25 June 2014**
Date	**17 June 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				**A**									
Schedule Status				**A**									
Overall Project Status				**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

Summary of progress since last Implementation Group

The IW CCG remain committed in supporting the local authority with the implementation of the SEND reforms. The CCG Leads for children and young people are members of all workstreams and continue to participate in all requests. Co-opted members from the NHS Trust are also members of both the EHCP workstream and Local Offer workstream.

Activities completed during this period

- The Health Local offer template has been developed along with guidance for filling this in. This template has been trialled by the CCG GP Clinical Lead and will been sent to all GP practices to complete.
- CCG briefing paper was presented to the CCG Clinical Executive in May, for information, progress and discussion on impact of reforms for Health.
- The Health SEN Implementation Group workstream met on the 13th of June, at which discussion took place around the local offer for each service and service provider leads were asked to fill in the local offer health template for their respective service areas e.g. paediatrics, community nursing, occupational therapy, physiotherapy and speech and language therapy.

- Regular meetings between the CCG leads and the Isle of Wight/Hampshire Project Manager continue.

- CCG Leads have met with Suzanne Dobson Hampshire CCG Joint Child Health Commissioner and will continue to link with Suzanne for support and advice particularly in relation to the designated doctor role, EHCPs sign off, personal budgets and joint commissioning.

- CCG Leads are working with the PhB workstream to establish pilot PhB's and in particular are looking at how this process will dovetail with continuing healthcare for children and the requirement from October 2014 that all those eligible for continuing healthcare will be entitled to a personal budget.

- Children and Young Peoples engagement: Link to be added to the Check it Out Website and Apps. CCG Leads to present information to Check it Out Group at next group meeting.

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

- Issues remains around the lack of funding for health to implement the reforms. This has been highlighted to the CCG executives and has been noted as a risk.

- Issues remain regarding personal budgets with no statutory guidance around health responsibility for funding. Linking with pathfinder with regard to guidance.

- Issue regarding no Community Paediatrician to take on Designated Doctor Role. Discussions are taking place with the IW NHS Trust.

Work planned for next period (including any deadlines)

- Continue to develop health local offer content;

- Continue to develop personal budget pilot;

- Continue to develop process for EHCP Health appendix sign off.

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**

- ## 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

- ## Summary of progress since last Implementation Group

  Verbal update to be given at the meeting.

- ## Activities completed during this period

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

- ## Work planned for next period (including any deadlines)

- ## 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)