

Highlight Report

Culture of Inclusion

Overall Summary

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|------------------------------------|---|-------------------------|------------|
| Report Period | 18/11/22 | | |
| Project Code | PR000681 | | |
| Project Name | Culture of Inclusion | | |
| Report Author | Nicola Harris | | |
| Gateway Stage | Delivery (RIBA Stage 5) | Planned End Date | 31/08/2023 |
| Overall Project Status | On Target | Previous Project Status | On Target |
| Report Summary | <p>The project continues to progress well, interim commissioning support has been bought in to support delivery of the projects objectives. Initial Feedback from the WSoA monitoring meeting in November 2022, which Col delivers LA actions, was positive.</p> <p>Issues have been identified and escalated following the impact Capita developments have had on achieving the statutory 20 week timeline for the production of EHCPs.</p> | | |
| Help or Support Required | No support required. | | |
| Key achievements this period | <p>Key Achievements this Reporting Period (24.10.22 to 20.11.22)</p> <p>A. Collaborative Working and Effective Services</p> <ul style="list-style-type: none">• Further meetings have been held with providers to add provision to draft directory following quality assurance.• Short Breaks project workstreams have been realigned to expediate delivery. <p>B. Early Identification and Support for SEND and Inclusion</p> <ul style="list-style-type: none">• Categories of Need revised definitions have been developed to assist SENCOs with completion of the school census.• Feedback from the SENCO Network has shown that roll out of the Graduated Response and associated documents is taking place in settings.• Engagement activity s planned with schools to scope use of inclusion funding. <p>C. Effective Assessment and Review Systems</p> <ul style="list-style-type: none">• Some development work has been undertaken on Capita One to assist process.• Idox have provided extension to migrate data from the EHCP Hun and activity is on track. <p>D. Local Offer and Communication</p> <ul style="list-style-type: none">• Further sessions held with parent carers to develop requirements.• Timeline for delivery agreed with SRO.• Design have been engaged to co-produce logo and branding with parent carers and young people. <p>E. Transitions and Preparing for Adulthood</p> <ul style="list-style-type: none">• Meetings of T&F groups x2 and steering group have taken place• Text content for Transitions content page is being finalised which will then be passed to Chris Nicholls to develop a mock-up of the page for further discussion with the group. The group agreed that this page will sit on the council's website for universal transitions and targeted & specialist transitions will sit on/link to the local offer page. | | |
| Key activities for the next period | <p>Next Steps (21.11.22 to 22.01.23)</p> <p>A. Collaborative Working and Effective Services</p> <ul style="list-style-type: none">• Joint Commissioning tracker audit to be undertaken.• Meeting to be held with Short Breaks Workstream Leads on 21 November to baseline realigned | | |

plan and agree amended ToR.

- Short Breaks requirement mapping workshop to be held with brokerage and payments.

B. Early Identification and Support for SEND and Inclusion

- Development of parent guide to the Graduated Response document.
- Process for allocation of inclusion funding to be co-produced with parent carers, young people and schools.
- SEND Inclusion and Support Officers to hold sessions with SENCOs to assist completion of schools census.
- Medical needs in schools FAQ to be produced.

C. Effective Assessment and Review Systems

- Developments to Capita One to be undertaken to assist revised EHC Assessment and Review Pathway.
- Review of how the Capita SEND portal will be used.
- Remaining data, delayed due to Idox issues, to be transferred.
- A dedicated QA Officer, within Strategy and Policy Team, to be appointed to finalise of the QA Framework.
- Parent carer and young people engagement to be undertaken to co-produce process/template to capture views within annual review process.
- Carry out quality assurance/dip sample of EHCPs during December 2022.

D. Local Offer and Communications

- Local Offer and Communications Officer to commence in post.
- Align development of leisure offer to work being undertaken on YO! Wolverhampton to widen offer available on site.
- Work to be undertaken with Design Team, young people and parent carers to develop Local Offer Branding.

E. Transitions and Preparing for Adulthood

- PfA audit to be undertaken with young people and DSCO.
- PfA careers fair to take place on 2 December 2022 at Wolverhampton Racecourse with 400 places booked from 23 schools across the city. A large number of exhibitors have also signed up for the event.

| Status Summary | Current Period | Last Period | Status Explanation |
|-------------------------------|----------------|-------------|---|
| Tasks & Milestones Status | On Target | On Target | All key tasks and milestones within the project plan have been reviewed. |
| Costs Status | On Target | On Target | All costs of the project are being managed through associated service area budgets. |
| Risks Status | On Target | On Target | All risks have been reviewed |
| Issues Status | At Risk | On Target | All issues have been reviewed. Delays caused to the EHC Assessment and Review pathway due to dependencies on developments to the Capita One System has escalated further as an issue. |
| Dependencies Status | On Target | On Target | Dependencies have been reviewed and updates provided. |
| Financial Benefits Status | On Target | On Target | Cashable benefits remain unchanged. |
| Non-Financial Benefits Status | On Target | On Target | Non-cashable benefits remain unchanged. |

| Tasks & Milestones | | | | 2022 | | | | | | | | 2023 | | | |
|--|------------|----------|-----|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Task / Milestone Name | Start Date | End Date | % | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| WSA - Early discussion with parent/carers & CYP representatives built into commissioning processes (including community consultation). | 01/07/21 | 15/07/22 | 100 | | | | | | | | | | | | |
| WSB - Development of SEND Risk Assessment Process | 03/05/21 | 22/07/22 | 100 | | | | | | | | | | | | |
| WSA - Implementation of revised | 02/09/20 | 22/07/22 | 100 | | | | | | | | | | | | |

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| Impact Description | The PfA protocol will not be co-produced and may omit relevant information without engagement from all stakeholders. | | |
| Target Date for Resolution | 16/12/2022 | | |
| Likelihood & Impact | 3 | Risk Status | Open |
| Mitigating Action | Ensure HY5! are involved in the process and arrange workshops/attendance at HY5! group meetings if they are not able to join the workstream group to ensure young people feedback is incorporated into development of PfA protocol. | | |
| Risk Owner | Sarah Reynolds | | |

Issues

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| ID | 00012 | | |
| Issue Description | The ongoing restructure and resulting lack of capacity within the SEND Commissioning Team is leading to delays in the delivery of the project plan. This includes the loss of the current lead for workstream A. | | |
| Mitigating Action | Interim support required until posts can be permanently recruited to. | | |
| Impact Description | The SEND Commissioning team current only has 1.5 of 5 posts in place due to recruitment being prevented due to outcome of the Commissioning Restructure which began in October 2019. | | |
| Impact Score | 2 | Issue Status | Open |
| Absolute Resolution Date | 27/01/2023 | | |
| Issue Owner | Andrew Wolverson | | |

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| ID | 00013 | | |
| Issue Description | Version updates to Capita One and dependencies on ICMS Project have to delays in statutory timeframes for EHCPs requiring software solutions | | |
| Mitigating Action | Monitor expected time for completion of version updates and keep links open with ICMS | | |
| Impact Description | Delays to development of the Capita One system is impacting on BAU within SENSTART and delaying project tasks and milestones, as without these development revised pathways cannot be introduced. | | |
| Impact Score | 4 | Issue Status | Open |
| Absolute Resolution Date | 16/12/2022 | | |
| Issue Owner | Jai Ghai | | |

Dependencies

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| ID | 00001 | | |
| Description of Dependency | This project is wholly dependent upon the data/information capture of evidence to support the work undertaken with CYP with SEND by a range of council services. | | |
| Mitigating Action | <p>Work is being undertaken within workstreams, alongside Insight and Performance, to ensure required data/information is captured.</p> <p>February 2022 Update The Data Integrity Report published by Audit in 2019 will be reviewed by the Data and Reporting Task and Finish Group to ensure all recommendations are captured within the project plan.</p> <p>March 2022 Update This dependency will be established following review of the data integrity audit.</p> <p>May 2022 Update Several of the recommendation of the audit have been delivered and data and reporting is improving through actions being carried out by the Data and Reporting Task and Finish Group.</p> | | |
| Impact Score | 5 | Dependency Status | Managed |
| Target Resolution Date | 23/12/2022 | | |
| Dependency Owner | Dharm Theora | | |

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|---------------------------|---|-------------------|-----------|
| ID | 00003 | | |
| Description of Dependency | Capita One System version updates completion | | |
| Mitigating Action | Timelines extended to allow for updates to be carried out by November 2022. | | |
| Impact Score | 3 | Dependency Status | Escalated |
| Target Resolution Date | 20/01/2023 | | |
| Dependency Owner | Nicola Harris | | |
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| ID | 00004 | | |
| Description of Dependency | Timely delivery of the ICMS Project | | |
| Mitigating Action | Ensure links between projects are maintained | | |
| Impact Score | 2 | Dependency Status | Managed |
| Target Resolution Date | 31/03/2023 | | |
| Dependency Owner | Nicola Harris | | |

Cashable Benefits

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| Benefit Number | BEN.681.02 | | |
| Description of the Benefit | Improved High Needs Block budget forecasting to better control spend | | |
| Target Date for Achievement | 31/08/2023 | Anticipated Cashable Benefit (£k) | |
| Benefit Owner | Helen Bakewell | | |

Non-Cashable Benefits

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| Benefit Number | BEN.681.03 | | |
| Description of Non-Cashable Benefit | EHC HUB is replaced with a more streamlined, reliable system with improved processes and improved accessibility. | | |
| Anticipated Benefit Delivery Date | 31/08/2023 | | |
| Benefit Owner | Helen Bakewell | | |
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| Benefit Number | BEN.681.04 | | |
| Description of Non-Cashable Benefit | EHC HUB replacement solution provides improved analysis of demand and performance | | |
| Anticipated Benefit Delivery Date | 31/08/2023 | | |
| Benefit Owner | James Amphlett | | |
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| Benefit Number | BEN.681.06 | | |
| Description of Non-Cashable Benefit | Removal of duplicated SEND processes to facilitate increased practitioner/client contact | | |
| Anticipated Benefit Delivery Date | 31/08/2023 | | |
| Benefit Owner | Helen Bakewell | | |
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| Benefit Number | BEN.681.07 | | |
| Description of Non-Cashable Benefit | Development of a "Whole Family Approach" to sustain outcomes for the child and their family. | | |
| Anticipated Benefit Delivery Date | 31/08/2023 | | |
| Benefit Owner | Helen Bakewell | | |
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| Benefit Number | BEN.681.09 | | |

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| Description of Non-Cashable Benefit | Reduction in the number of children with SEND who are excluded from school. |
| Anticipated Benefit Delivery Date | 31/08/2023 |
| Benefit Owner | Helen Bakewell |
| Benefit Number | BEN.681.10 |
| Description of Non-Cashable Benefit | Allocation of SEN funding more closely aligned to individual learner needs thereby supporting inclusion and changes in education settings. |
| Anticipated Benefit Delivery Date | 31/08/2023 |
| Benefit Owner | Helen Bakewell |
| Benefit Number | BEN.681.11 |
| Description of Non-Cashable Benefit | Closer monitoring of out of City placements. |
| Anticipated Benefit Delivery Date | 31/08/2023 |
| Benefit Owner | Helen Bakewell |

Approvals

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| Approver Name | Brenda Wile |
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