# **Highlight Report**

# **Culture of Inclusion**

Overall Summary								
Report Period	18/11/22							
Project Code	PR000681							
Project Name	Culture of Inclusion							
Report Author	Nicola Harris							
Gateway Stage	Delivery (RIBA Stage 5)	Delivery (RIBA Stage 5) Planned End Date 31/08/2023						
Overall Project Status	On Target	Previous Project Status On Target						
Report Summary	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 CoI delivers LA actions, was positive.  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.							
Help or Support Required	No support required.	No support required.						
Key achievements this period	A. Collaborative Working and  Further meetings h quality assurance.  Short Breaks project  Categories of Need the school census.  Feedback from the associated docume  Engagement activity  C. Effective Assessment and  Some development Idox have provided D. Local Offer and Communi  Further sessions he Timeline for deliver  Design have been etermines.  Meetings of T&F greet.	ave been held with providers to add provision  It workstreams have been realigned to expedia  Inport for SEND and Inclusion  revised definitions have been developed to as  SENCO Network has shown that roll out of the  Ints is taking place in settings.  It ys planned with schools to scope use of inclus  Review Systems  It work has been undertaken on Capita One to a  extension to migrate data from the EHCP Hun  cation  Indid with parent carers to develop requirements  Try agreed with SRO.  Engaged to co-produce logo and branding with  for Adulthood  oups x2 and steering group have taken place  ansitions content page is being finalised which  a mock-up of the page for further discussion v	sist SENCOs with completion of Graduated Response and ion funding.  assist process. and activity is on track.  parent carers and young people.  will then be passed to Chris vith the group. The group agreed					
Now activities for the next paried	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	Next Steps (21.11.22 to 22.0	1.23)						
	A. Collaborative Working an	d Effective Services						
	<ul> <li>Joint Commissioning tracker audit to be undertaken.</li> <li>Meeting to be held with Short Breaks Workstream Leads on 21 November to baseline realigned</li> </ul>							

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	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/carer & 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												

High Needs Funding Matrix in											
place	06/00/5	22/27/22	405								
WSB - Embedding and creating a long term sustainable model of whole School SEND Reviews	06/09/21	22/07/22	100								
WSB - Whole family approach is embedded into graduated approach		22/07/22	100			•					
WSC - Recovery plan for backlog of amendments	11/01/21	26/08/22	100								
WSB - Develop costed Provision Mapping as core tool for all mainstream settings	06/09/21	26/08/22	100								
WSB - Develop a clear emotionally based school non attendance pathway	06/09/21	26/08/22	100								
WSB - Produce standardised SEN support plan and develop training and support offer for schools related to this.	06/09/21	26/08/22	100		ı		ı				
WSC - Deliver Backlog Recovery Plan for EHC Needs Assessments		31/08/22	100				•				
WSB - Develop and share Vulnerability Matrix	01/09/20	30/09/22	100								
WSB - Develop Guidance for use of Individual Vulnerability Index	01/11/21	30/09/22	100								
WSB - Publication of renewed graduated approach		30/09/22	100					•			
WSC - Revised Annual Review Pathway leading to improved performance and feedback		30/09/22	100					•			
WSD - WIASS Advisory Board and HY5 to develop and deliver 'HY5! Inspiring Change Training' to provide insight for professionals around their experiences	06/09/21	28/10/22	100								
WSB - Provide FAQ document to aid schools to implement and deliver the Medical Needs Policy for inclusion in Graduated Response	01/02/22	16/12/22	50								
WSC - Revised training opportunities for all Education, Health and Care colleagues including online e-learning modules, to include what quality and legally compliant report writing to inform plans actually looks like.	01/09/21	16/12/22	40								
WSE - Create plans to develop opportunities for SEND young people alongside Wolves at Work	11/04/22	23/12/22	25								
WSC - Implementation of evaluation process to assess parent carers and young person satisfaction	03/05/21	23/12/22	5								
WSC - Transparent, equitable and robust decision-making process mapped out across all services to ensure streamlining for families	01/06/21	27/01/23	60								
WSA - Create Placement Sufficiency and planning framework to safeguard all vulnerable children and young people in and out of city	03/05/21	27/01/23	60								
WSC - Create and deliver improvement plan for data and reporting of EHCP Data	01/02/21	27/01/23	70								
WSC - Procurement of preferred IT solution to enable collaborative electronic EHC plan process.	01/04/21	27/01/23	50								

WSB - Develop clear definitions for categories of need to assist SENCOs with completion of the school census	11/07/22	27/01/23	90						
WSC - Develop Revised EHC Assessment Pathway leading to improved performance and feedback		27/01/23	85					•	
WSA - Implement recommendations of the Short Break review	01/09/20	24/03/23	45						
WSA - Robust contract management and quality of assurance of OOC provision in place (also ensuring health provision is quality assured and meeting child's needs)	01/06/21	24/03/23	80						
WSB - Implement Inclusion Funding to support schools to meet needs	05/07/21	24/03/23	30						
WSC - Develop process to deliver service improvement from lessons learnt	02/08/21	24/03/23	25						
WSE - Draft Transitions Protocol to be developed	01/03/22	31/03/23	75						
WSF - Redevelop Local Offer		31/03/23	45						•
WSC - Revised EHC plan co- produced, with advice providers, CYP and parent carers, and implemented.	01/09/21	28/04/23	85						
Revised EHCP Assessment pathway developed.	01/09/21	23/06/23	10						
WSE - Embed preparation for adulthood from the earliest years with effective planning and support available for robust transition at all stages.	29/11/21	29/03/24	30						

Costs		
Spend to Date (£)	Forecast Spend (£)	Total Project or Programme Budget (£)
£0	£200,000	£200,000

Risks								
ID	00011	00011						
Risk Description	It is possible that due to lack of communication stakeholders feel frustrated at perceived lack of development							
Impact Description	Negative opinion of the Council and potential reputational damage							
Target Date for Resolution	16/12/2022							
Likelihood & Impact	2 Risk Statu	JS	Open					
Mitigating Action	Develop communication plan and ensue that relevant information is disseminated to all relevant stakeholders.  Review communication channels.  Consider development of a partnership wide communication group.  Produce SEND Newsletter on delivery.com to be distributed to stakeholders. Consider if the Local Offer and Communications Officer can take this role.  Look at use of video communications to be shared with parents, following commencement of Local Offer and Communications Officer.							
Risk Owner	Helen Bakewell							
ID	00016							
Risk Description	Without engagement from all stakehold	ers the PfA Protocol may not be ful	ly co-produced					

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	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								
ID	00012	00012						
Issue Description	5 5	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	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	2 Issue Status Open						
Absolute Resolution Date	27/01/2023	27/01/2023						
Issue Owner	Andrew Wolverson	Andrew Wolverson						
ID	00013							
Issue Description	Version updates to Capita One and d EHCPs requiring software solutions	lependencies on ICMS Project have to c	delays in statutory timeframes for					
Mitigating Action	Monitor expected time for completion	on of version updates and keep links op	en with ICMS					
Impact Description	· ·	One system is impacting on BAU within se development revised pathways cann	, . ,					
Impact Score	4	Issue Status	Open					
Absolute Resolution Date	16/12/2022	16/12/2022						
Issue Owner	Jai Ghai	Jai Ghai						

Dependencies								
ID	00001	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	Work is being undertaken within workstreams, alongside Insight and Performance, to ensure required data/information is captured.							
	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.							
	March 2022 Update This dependency will be established	following review of the data integrity a	udit.					
		e audit have been delivered and data a the Data and Reporting Task and Finish						
Impact Score	5	Dependency Status	Managed					
Target Resolution Date	23/12/2022							
Dependency Owner	Dharm Theora							

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

Cashable Benefits								
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	31/08/2023 Anticipated Cashable Benefit (£k)						
Benefit Owner	Helen Bakewell							

Non-Cashable Benefits		
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	
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	
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	
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	
Benefit Number	BEN.681.09	

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	
Approver Name	Brenda Wile